

CHAPTER 6

UNIT BILLS

600. ELEMENTS OF A UNIT BILL

a. **POLICY.** A unit bill sets forth policy for assigning personnel to duties or stations for executing specific evolutions or accomplishing certain functions. It consists of:

(1) A **PREFACE**, stating the purpose of the bill, the assigned responsibility for maintaining the bill, and background or guidance.

(2) A **PROCEDURE**, containing information and policies necessary to interpret the tabulated material and all special responsibilities of individuals with regard to planning, organizing, directing, or controlling the function or evolution to which the bill relates.

b. **GENERAL INFORMATION.** The unit bills in this chapter may be used as written or as a guide for TYCOMs/unit commanders in formulating administrative, operational, and emergency bills. The applicability of this guidance will vary with the differences in ship manning, configuration, missions, and so forth. Each type commander will furnish information and direction for insertion into this publication as appropriate to ensure unit bills are viable and current. The format of each unit bill should be consistent with guidance provided in this chapter. Each unit's bill must provide sufficient guidance to permit assignment of personnel by name.

610. **WATCH, QUARTER, AND STATION BILL.** The Watch, Quarter, and Station Bill is a composite of other bills and is the Commanding Officer's summary of assignments of personnel to duties and stations specified within each of the unit's bills. Its primary purpose is to inform division personnel of those assignments. For units under Ship Manpower Document (SMD) or Squadron Manpower Document (SQMD), that publication also serves as a Battle Bill. In it, personnel are assigned by name.

620. ADMINISTRATIVE BILLS

620.1 BERTHING AND LOCKER BILL

a. PURPOSE. To establish uniform policies for assignment of berthing and locker facilities.

b. RESPONSIBILITY FOR THE BILL. The Personnel Officer is responsible to the Executive Officer for maintaining the Berthing and Locker Bill.

c. INFORMATION. Berthing and locker assignments shall be made on the basis of this bill. Changes based on conditions within the ship are authorized. The following considerations govern allocation of berthing spaces to divisions and assignment of berths to individuals.

(1) Proximity to battle stations

(2) Division administration

(3) Morale

(4) Dispersal of key personnel.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall control berthing assignments through the Personnel Officer and the Wardroom Mess Treasurer/Caterer and shall approve requests for modification of berthing areas.

(2) THE WARDROOM MESS TREASURER/CATERER shall assign officers to staterooms according to grade and billet assignments.

(3) THE PERSONNEL OFFICER shall maintain, as assisted by the CMAA, a numbering plan of all bunks and lockers in the living compartments.

(4) HEADS OF DEPARTMENTS shall supervise berthing for all divisions within the department and require compliance with assignments.

(5) THE DIVISION OFFICER shall supervise berthing within the division and shall ensure that:

(a) Bunks and lockers are numbered following Personnel Officer instructions.

(b) All division personnel are assigned to bunks and lockers.

(c) Inspections are held for proper storage of lockers and cleanliness of bedding material.

(d) Inventories of bunks and lockers are maintained and the Personnel Officer is notified of changes in availability.

(e) Bedding for personnel who will be absent for prolonged periods is properly maintained and stowed.

(f) A list of all bunks and locker assignments in the division is maintained.

(g) Any insect or rodent infestations in berthing spaces and lockers is reported to the Medical Officer/senior medical department representative.

(6) THE CHIEF MASTER-AT-ARMS shall assume custody of bedding and temporary berthing facilities (including folding cots) not assigned to a division.

(7) OFFICERS shall be assigned to living quarters following grade and billet assignment, with consideration for individual preference where practical. No ship's officer shall be moved from his/her stateroom to accommodate another officer except as directed by the Executive Officer.

(8) ENLISTED PERSONNEL (including passengers, survivors, or evacuees) shall be assigned berthing by their division officer.

(9) CHANGES IN ASSIGNMENTS shall be authorized by the officer who made the original assignment.

(10) REQUESTS FOR CHANGES in allocations of division berthing facilities shall be initiated by the division officer and forwarded to the Personnel Officer via the head of department.

(11) THE FOLLOWING GENERAL BERTHING POLICIES shall be observed except as modified by the Executive Officer:

(a) Bedding shall not be removed from berths for sleeping about the decks.

(b) Folding cots shall not be used.

(c) Passageways or routes to emergency gear shall not be blocked by cots.

(d) Topside sleeping on cots shall not be permitted at sea.

(e) Head-to-foot sleeping shall prevail.

(f) Luggage and trunks belonging to officers and enlisted personnel shall be stored as directed by the Mess Caterer and Chief Master-At-Arms, respectively.

(g) Bunks and lockers in each compartment shall be numbered consecutively starting with the uppermost forward bunk to starboard, nearest the centerline of the compartment. Starting with the number one, numbering shall continue down the tier of bunks, then to the uppermost bunk in the next tier to starboard, and so forth, until the tier farthest to starboard is numbered.

620.2 CLEANING, PRESERVATION, AND MAINTENANCE BILL

a. **PURPOSE.** To establish policies for the assignment of personnel to duties involving maintenance, preservation, and cleanliness of the exterior and interior of the hull, hull fittings, machinery, and equipment.

b. **RESPONSIBILITY FOR THE BILL.** The Executive Officer is responsible for maintaining this bill.

c. **INFORMATION.** General procedures for cleaning and preservation are contained in this bill. Detailed assignments by division officers of personnel to hull cleaning and preservation duties should be based on the division responsibilities outlined in this bill.

d. PROCEDURES AND RESPONSIBILITIES

(1) EXECUTIVE OFFICER SHALL:

(a) Assign departmental responsibility for hull cleanliness and preservation, and ensure that assignments do not overlap or leave areas for which no department is responsible.

(b) Convene a space assignment review board periodically to recommend changes in assignments.

(c) When making required inspections, ensure that the provisions of this bill are being followed.

(d) Alternate responsibility among ship's company departments/divisions for air/troop unit spaces for cleaning and maintenance when the air/troop unit is not embarked.

(2) HEADS OF DEPARTMENTS shall:

(a) Assign responsibilities for cleaning and maintenance to division officers following the provisions of this bill.

(b) Require a high state of cleanliness, material preservation, and good order in the spaces and equipment assigned to their divisions.

(3) DIVISION OFFICERS shall:

(a) Assign individuals to cleaning, preservation, and maintenance duties in those stations indicated by the head of department.

(b) Ensure by personal inspections that painting and cleaning procedures outlined in this bill and other directives are followed by personnel of the division.

(c) Ensure that the following are properly cleaned and maintained per applicable Maintenance Requirement Cards (MRC) of the Planned Maintenance Subsystem:

1. Doors, hatches, air and battle ports that swing into the space and their fittings, knife edging, and comings.

2. Ladders resting on the deck of the space.

3. Outside casing, cover, knife edges, and screens of ventilation systems opening within the space.

4. Escape or access trunks leading into the space.

5. Mechanical devices and equipment, including fan blades, exterior casings of electrical and darken ship switches, and external surfaces of scuttlebutts.

6. Exteriors of first aid boxes and lockers, except for the lockers of personnel not assigned to the division.

7. Interior of all lockers in which division gear is stored.

8. Life rafts and lifesaving equipment.

9. All canvas.

10. All light traps.

11. The exterior of all fire hoses, fog nozzles, fog applicators, and other firefighting equipment.

(4) FIRST LIEUTENANT shall:

(a) Supervise the side cleaners, through the Ship's Boatswain or other designated subordinate, in maintaining the cleanliness and preservation of the ship's exterior following all environmental protection regulations and laws, except for those parts assigned to other divisions.

(b) Control the issue and stowage of cleaning gear, paints, primers, and brushes.

(5) DEPARTMENT HEADS/DIVISION OFFICERS assigned alternate responsibility for air/troop spaces shall:

(a) Assign individuals to cleaning and maintenance duties in air/troop unit living spaces when these spaces are vacant.

(b) Ensure that spaces are in a good state of preservation, clean, and ready for occupancy prior to embarkation of the air/troop unit.

(c) Inspect living spaces of the air/troop unit prior to debarkation to ensure that spaces are left in a good state of preservation and cleanliness.

(6) THE OPERATIONS OFFICER (or any officer designated by the Executive Officer) is responsible for cleaning, preserving, and maintaining flag spaces when the staff is not embarked.

(7) DAMAGE CONTROL ASSISTANT shall prepare and maintain, subject to approval of the Executive Officer, a detailed chart listing all spaces and equipment with assigned division responsibilities. On ships having a separate 3M office, this responsibility may be performed by the 3M office.

(8) COMPARTMENT RESPONSIBILITY MARKING

(a) There shall be painted on a bulkhead in each space or compartment a sign identifying the space, setting forth the frames which bound the space, and the division (or squadron) responsible for cleaning and maintenance, such as:

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(b) The above markings shall have a photoluminescent background, (12" x 15" in size) with stenciled 2-inch black letters centered in this background. When practicable this sign shall be placed at eye level and easily seen upon entering the space.

(c) Division officers may post a placard showing the name and location of the person assigned to the space.

e. GENERAL PROCEDURES. General procedures for cleaning and preservation include:

(1) Cleaning gear will be issued to divisions periodically under the supervision of the First Lieutenant.

(2) Deck swabs shall be thoroughly cleaned before stowage in racks. Cleaning gear and swabs shall not be stowed near switchboards or other apparatus. Blower intakes and exhausts shall not be used for drying or stowage.

(3) Sand soap (or similar material) in lieu of coarse abrasives shall be used to clean engraved or stamped label plates, aluminum, brass, CRS, or porcelain insulators. Chipping hammers and steel wool shall be used only as specifically authorized by a head of department. Steel wool shall never be used on electrical equipment.

(4) Issue of paints, brushes, and primers shall be regulated by the First Lieutenant, who shall exercise close supervision of paint locker activities to prevent waste. Paint shall be issued only on request-for-paint chits signed by the division CPO/LPO and approved by the First Lieutenant or his/her designated representative.

(5) The division CPO/LPO signature on the request for paint certifies that he/she has inspected the area to be painted and that the area is properly prepared for primer application or painting.

(6) All paint, paint pots and brushes shall be returned to the paint locker at the end of working hours unless authorized by the First Lieutenant for after working hours use. Such material will be returned to the paint locker upon completion of the work, however, not later than the time designated by the First Lieutenant. Paint shall be stored in sealed containers. Brushes shall be thoroughly cleaned after use. Paint and other hazardous substances must be properly disposed of following all environmental protection regulations and laws.

(7) Application of paint shall be regulated by division officers per NAVSHIPS Technical Manual, Chapter 631 (Preservation of Ships in Service) (NOTAL).

(8) Spillage of paints, greases, or oils shall be cleaned by the department responsible for such spillage.

620.3 FORMATION AND PARADE BILL

a. PURPOSE. To establish policies for functions requiring divisional or departmental formations.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for the Formation and Parade Bill.

c. INFORMATION. Required quarters and formations shall be held in accordance with this bill. Changes to this bill for special circumstances will be authorized by the Executive Officer. This bill prescribes for evolutions and functions as follows:

- (1) Regular divisional quarters for;
 - (a) Fair weather parade
 - (b) Foul weather parade
 - (c) Personnel inspections
 - (d) Mustering on station
- (2) Officers' call
- (3) Quarters for entering and leaving port
- (4) Manning the rail
- (5) General assembly

d. RESPONSIBILITIES

- (1) THE EXECUTIVE OFFICER shall allocate formation areas.
- (2) HEADS OF DEPARTMENT shall supervise the overall arrangement of their respective departments as prescribed in this bill.
- (3) DIVISION OFFICERS shall ensure that divisions carry out procedures as prescribed in this bill.

e. PROCEDURES

(1) REGULAR DIVISIONAL QUARTERS

(a) Fair Weather Parade. At the sounding of quarters for muster, all personnel shall fall in ranks at attention. The Division Petty Officer will conduct an immediate muster, fill out

the report, and have the report delivered to the Division Officer. At the sounding of officers' call, all officers will fall in at the designated area and make their reports to the Executive Officer and receive the orders of the day. During the time that the Division Officer is attending officers' quarters, the Division Petty Officer will read pertinent extracts from the plan of the day and provide additional instructions. On return of the Division Officer, the Division Petty Officer will call the division to attention for instruction and inspection. Divisions shall be regularly inspected by the Division Officer, Department Head, or Executive Officer. On completion of quarters, the Division Officer will command "Division, dismissed" or "Post, quarters" and all hands will salute.

(b) Foul Weather Parade. The procedures prescribed in subparagraph 1 are the same for foul weather parade except that a protected area will be designated for quarters.

(c) Personnel Inspections. The procedures for personnel inspections will be the same as for regular divisional quarters at fair or foul weather parade, with modifications as prescribed by the Executive Officer.

(d) Mustering On Station. When called away, division officers will ensure that a sight muster is made of all personnel assigned and that signed muster reports are submitted to the Executive Officer's office. The muster will normally be taken in assigned working spaces.

(2) OFFICERS' QUARTERS

(a) When officers' call is sounded, all officers will proceed smartly to their quarters area.

(b) Upon completion of divisional musters, division and department officers will proceed to and report to their respective head of department.

(c) Upon receipt of departmental musters, heads of departments will proceed to the area designated and make their morning muster report to the Executive Officer. When dismissed, they will return to their division officers and disseminate any information, instructions, or orders as appropriate.

(d) For foul weather parade, department heads will hold division officer quarters in any convenient area.

(e) In units where the number of officers assigned permits, all officers will attend quarters with the Executive Officer.

(3) QUARTERS FOR ENTERING AND LEAVING PORT

(a) The crew shall be paraded at quarters on those special or ceremonial occasions specified in U.S. Navy Regulations.

(b) Personnel shall be formed into ranks parallel to the centerline on the side of the ship from which honors will be rendered and, if making a pier on the inboard side, they shall be sized off according to height, normally in two ranks. Both ranks shall face the same direction. Division officers and division leading chief petty officers shall stand outboard of the division rank and shall be prepared to render passing honors.

(c) Personnel shall be properly attired in the prescribed uniform. Ranks shall be carefully formed and maintained in a military manner. Personnel in ranks will remain at parade rest. However, when approaching or leaving a pier, buoy, or anchorage, personnel in ranks shall be called to attention. If the ship is delayed appreciably in reaching or leaving its moorings, permission will be granted to stand easy.

(d) Special details such as personnel assigned to ground tackle, colors, and halyards shall conform to orders issued to the crew at quarters until signaled to execute their particular evolution. Colors shall be bent on and ready. They shall be raised smartly upon signal that the ship is moored or anchored. When appropriate the bridge shall order details to stand by their lines, boats, booms, and/or gangway and only at this time shall ranks be broken. Personnel shall not lean on lifelines or bulwarks.

(e) A police whistle or bugle shall signal when contact with the ground is broken or made. At this signal, as appropriate, the anchor ball shall be hoisted or lowered, colors shifted, calls hoisted or hauled down, boat booms swung out or in, and accommodation ladders raised or lowered. Upon leaving a pier or pier, lines shall be taken in as ordered. Personnel shall return immediately to quarters when lines are on board. Lines shall not be stowed, however, until retreat from quarters is sounded.

(f) When entering or leaving a foreign port the guard of the day, when appropriate, shall be paraded on the quarterdeck or other location as set forth in U.S. Navy Regulations.

(4) MANNING THE RAIL. When the word is passed, "Quarters for manning the rail," all divisions shall fall in at fair

weather parade. "All hands man the rail" will be the order for division officers to file their divisions to areas designated. The side to be manned will be announced. When in place, division officers will dress their divisions at normal interval. After equalizing spacing, division officers shall order excess personnel to report to the CMAA for assignment to other areas. Division officers and chiefs shall fall in behind their respective divisions. Department heads and staff officers shall take designated stations. The Honor Guard will parade on the quarterdeck.

(5) GENERAL ASSEMBLY. Quarters for assembly will be ordered when the crew is addressed as a unit. The crew will parade following unit instructions. For foul weather parade, announcements will be made over the unit's general announcing system.

620.4 GENERAL VISITING BILL

a. PURPOSE. To specify procedures and restrictions for the control of visitors to naval units. To ensure physical security of the unit, integrity of classified information, and reasonable privacy of unit personnel.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for overall arrangements for visitors and for augmentation or deviation from this bill.

c. INFORMATION

(1) When general visiting is permitted, all unit personnel are encouraged to entertain visitors with general information about the unit and the Navy without disclosing classified matters or showing classified areas.

(2) General visiting shall be as specified in the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H). When scheduled, general visiting normally will occur between 1300 and 1600.

d. PROCEDURES AND RESPONSIBILITIES

(1) THE SECURITY OFFICER, IF ASSIGNED, OR THE CMAA shall ensure that cameras or firearms are not brought on board by visitors. Quarterdeck personnel shall collect cameras and firearms, tag them, and prepare a receipt for the owner. Upon leaving the unit and upon presentation of the proper receipt, owners may retrieve cameras or firearms.

(2) THE AIR OFFICER (if assigned) shall:

(a) Be responsible for the operation and safety of the elevators and the electric stairways. A sufficient number of personnel shall man the elevators during general visiting hours. The elevator shall be operated only with the safety rails engaged. Two persons shall be stationed on the hangar deck to ensure that visitors are well clear of the elevator before it is operated. Four safety persons shall ride the elevator (one for each edge) to see that visitors remain well clear of the edges at all times. Visitors shall not be allowed on the elevator without guides. Only the number of guests that can be safely handled in accordance with existing circumstances shall be allowed on the elevator. The elevator shall not be raised until each edge guard has notified the elevator operator that his/her edge is clear. Two persons shall be stationed at the flight deck level to ensure that all visitors are well clear of the flight deck guardrail before the elevator is lowered. Additional personnel shall be

stationed at both the head and foot of electric stairways to ensure safety.

(b) Be responsible for arranging aircraft and automotive equipment so that routes are clear. He/she shall also ensure that visitors do not climb on or inside aircraft except those specifically designed for static display purposes. Under these conditions, adequately trained personnel from the activity having custody of the display must be present during hours of general visiting.

(3) THE SECURITY OFFICER, IF ASSIGNED, OR THE CMAA shall:

(a) Ensure the unit is rigged for visitors. Rope barriers shall be rigged at restricted places, and rope lanes and stanchions shall be rigged along channels of transit. Placards and signs shall be posted to guide visitors and provide information. The specific route to be rigged shall be as directed by the Executive Officer.

(b) Arrange for visitor parking and post sufficient personnel to direct traffic and parking during general visiting.

(c) The security department/division shall periodically inspect the route during general visiting.

(4) THE ENGINEER OFFICER (aircraft carriers) shall ensure the elevator pump room is manned during general visiting hours.

(5) THE MEDICAL OFFICER (if assigned) shall provide first aid personnel. Visitors requiring first aid shall be escorted to sick bay. The Command Duty Officer will be notified when a visitor is injured or requires first aid.

(6) THE DENTAL OFFICER (if assigned) shall have one dental officer available during general visiting hours in case of emergency. Clearance forms for treating civilians shall be available.

(7) THE PUBLIC AFFAIRS OFFICER shall have a sufficient number of welcome aboard pamphlets available at the point of embarkation for issue to each visitor. The guides shall ensure each visitor in their tour group has received a pamphlet prior to the tour.

(8) THE CHIEF MASTER-AT-ARMS shall:

(a) Be responsible for posting and instructing sentries and guides, and for general policing of visitor areas,

and ensuring observance of safety precautions, uniform regulations, general good order, and "No smoking" restrictions.

(b) Immediately following debarkation of the last visitor, supervise a thorough search of the unit by the master-at-arms force to ensure that all visitors have cleared the unit, and report the results to the Officer of the Deck.

(c) Place departmental duty petty officers on roving patrol to assist sentries and guides, and to ensure that they remain properly stationed and alert.

e. DEFINITIONS

(1) CASUAL VISITING. Casual visiting refers to visits on board by individuals or specific groups, as differentiated from general public.

(2) GENERAL VISITING. General visiting refers to specifically authorized occasions when the unit hosts the general public and is on an unclassified basis only.

(3) VISIT APPROVAL. Visit approval is granted by the Commanding Officer for visitors who will have access to classified information at the unit.

(4) VISITOR. For security purposes, a visitor is anyone who is not in the unit or a member of an embarked staff.

f. PROCEDURES FOR VISIT APPROVAL. Requests for classified visits are submitted following Chapter 18, OPNAV 5510.1H in sufficient time to process. Under no circumstances may a request hand-carried by a visitor be the basis for granting access. Visit requests must be submitted and approved for all visitors except as noted in OPNAVINST 5510.1H (e.g., Member of Congress). Any visitor authorized access to classified information must present identification at the time of the visit. Identification must include a recent and easily recognizable photograph, name, and social security number of the bearer. Visits by foreign nationals require the approval of the Navy International Programs Office (NIPO-10) or a commander who has delegated approval authority in SECNAVINST 5510.34.

g. RECORDS AND REPORTS. A visitors log, maintained by the security manager (SM), shall show the following data: name, signature, nationality, title, office, sponsor, clearing authority, date, and duration of visit. A file of clearance certifications of all visitors cleared for classified visits shall be maintained by the SM. Records of classified visits by foreign

nationals shall be reported to CNO as required by SECNAVINST 5510.34. When any visitor expresses undue interest in information that he/she is not authorized to receive or expresses feelings hostile to the best interests of the United States, a report shall be submitted immediately to CNO via chain of command as required by OPNAVINST 5510.1H with an advance copy directly to CNO.

b. CASUAL VISITS. Casual visits must be approved in advance by the commanding officer and the visitors must be properly identified and cleared. However, under conditions described in OPNAVINST 5510.1H, unclassified visits may be authorized. Persons included in such visits may be specifically invited guests, members of the U.S. Armed Forces, close relatives of unit personnel, and other persons on legitimate business. No person shall have access to the unit until he/she is properly identified and the visit is authorized per this bill. The following general categories of visitors will be admitted to a unit as indicated:

(1) VISITORS WITH VISIT APPROVAL

(a) Visit approval for individuals who require access to classified information must be approved by the Commanding Officer prior to the visit.

(b) Identification must be presented at each visit.

(c) Shipyard personnel are allowed on board during assigned availabilities without receiving duty officer approval. However, an authorized access list must be available and appropriate identification presented and checked against the access list. At all other times, visit clearance procedures must be followed.

(2) VISITORS WITHOUT VISIT APPROVAL. The number of un-cleared visitors allowed on board must be held to a minimum. The following un-cleared visitors are authorized to visit after approval by the duty officer, and, when on board, they will be constantly escorted by a member of the unit:

(a) Close relatives of unit personnel.

(b) Service personnel of the U.S. Armed Forces may be permitted on board on a not-to-interfere basis.

(c) Exceptions must be approved in advance by the Commanding Officer or Executive Officer. If the duty officer is unable to obtain prior authorization and believes that a particular visit would serve the best interest of the Navy or unit,

he/she may grant approval but shall notify the Commanding Officer of the circumstances as soon as practicable. Uncleared visitors may not enter nuclear engineering spaces nor any other limited or exclusion area.

(3) FOREIGN NATIONALS AND REPRESENTATIVES OF FOREIGN GOVERNMENTS OR FOREIGN PRIVATE INTERESTS. Unclassified controlled visits of foreign nationals within the capacity of the unit to handle them may be authorized locally by the Commanding Officer, subject to local restrictions established by higher authority. Classified visits must be authorized by CNO following OPNAVINST 5510.1H and then only with the approval of the Commanding Officer. SECNAVINST 5510.34 provides additional guidance for foreign nationals visiting nuclear powered ships. For visits by distinguished persons, such as foreign dignitaries and federal, state, and local officials, the Executive Officer shall appoint one or more officer guides to escort the visitors. Visits to various areas of the unit shall be as directed by the Executive Officer. All foreign nationals will be escorted constantly by a member of the unit. Foreign nationals shall not be permitted to visit or tour a unit without prior approval of the Commanding Officer. They shall be allowed to visit only those parts of the unit specifically authorized.

(4) CASUAL VISITORS. Casual visitors (individual guests) shall be accompanied by unit personnel whenever they are permitted to visit areas of the unit not authorized by general visiting orders.

i. GUESTS

(1) OFFICERS. Officers shall be permitted to have personal guests aboard during visiting hours (between the hours of 1600 and 2200 daily) and at other times with the approval of the Executive Officer. Officer's guests shall be escorted at all times. It shall be the individual officer's responsibility to ensure that they are not shown spaces which might embarrass naval personnel attached to the unit or contain classified material.

(2) CHIEF PETTY OFFICERS

(a) Chief petty officers shall be permitted to entertain guests in their messroom and lounge during regular visiting hours when general visiting is permitted and at other times with the approval of the Executive Officer. Chief Petty Officers' guests shall be escorted at all times.

(b) Guests shall not be permitted in any part of the chief petty officer quarters other than the messroom and lounge.

(3) ENLISTED GUESTS

(a) When general visiting is permitted, enlisted personnel may entertain members of their families in a common area such as the mess decks. The guests shall not be permitted in other areas of the unit except those authorized for general visiting.

(b) Enlisted personnel may, with the permission of the OOD, entertain guests in the areas designated above outside of working hours and at times other than during general visiting hours.

j. SPECIAL EXHIBITS. On certain occasions, special exhibits may be displayed by direction of the Executive Officer during hours of general visiting. The head of department concerned shall detail qualified personnel to rig, guard, and stow exhibits, and if appropriate explain their use. Personnel so detailed shall wear the uniform of the day plus a duty belt or clean flight clothing, as appropriate.

k. CLASSIFIED SPACES. Visitors without visit clearance shall not have access to spaces containing classified or sensitive equipment unless such equipment has been concealed and protected. Examples are plotting rooms, combat information centers, crypto centers, communication spaces, radio rooms, sonar spaces, and fire control or radar spaces. Inadvertent disclosure of classified operational characteristics of ships or aircraft, either through conversation or access to instruments from which such data may be inferred, shall be avoided.

l. RECEPTION AND GUIDANCE ORGANIZATION. A reception and guidance organization will assist for large numbers of visitors and it shall be detailed as follows:

(1) OFFICER IN CHARGE: (Normally not below the rank of lieutenant). He/she shall:

(a) Act directly under the control of the Command Duty Officer and shall assume control of all details incidental to the general visiting program, reporting to the CDO as necessary.

(b) Direct the muster, instruction, and posting of sentries and guides by the Chief Master-At-Arms. Sentries and guides shall be mustered at least one-half hour prior to scheduled general visiting, inspected for their uniforms and general appearance, and provided with appropriate instruction.

(c) Before the start of general visiting, ensure that all route designators and guard lines are properly placed.

(d) Post additional sentries as necessary, particularly where qualified swimmers may be necessary to assist visitors in and out of boats and on accommodation ladders.

(e) Detail personnel to maintain a count of general visitors coming aboard and leaving the unit.

(f) Direct sentries and guides to secure at the completion of general visiting.

(g) Direct a search of the unit to ensure that all visitors have departed and provide a report to the Command Duty Officer.

(2) ASSISTANTS. As required, one junior officer or chief petty officer from each department.

(3) GUIDES. As required, personnel from each department shall be detailed to conduct tours of the unit. One person shall be assigned to a readily manageable group of visitors (ordinarily 15 people).

m. SENTRIES

(1) Sentries will be stationed to assist visitors and prevent tampering with equipment.

(2) The uniform for sentries shall be uniform of the day plus duty belt.

(3) Sentries shall be inspected, instructed, and posted by the Chief Master-At-Arms.

n. BOAT OFFICERS AND BEACH GUARD. When use of boats is necessary, the OOD shall arrange for boat officers and beach guard to ensure the safety of all visitors while embarking in boats and enroute to the unit.

(1) Junior officers from all departments shall act as boat officers and beach guard as scheduled by the Senior Watch Officer.

(2) An adequate number of personnel shall be assigned as required by the situation.

620.5 OFFICIAL CORRESPONDENCE AND CLASSIFIED MATERIAL CONTROL
BILL

a. PURPOSE. To establish procedures and to assign responsibilities for receiving, sending, marking, accounting for, inventorying, controlling, and destroying official correspondence and classified material.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer, assisted by the Security Manager (SM) (formerly classified material control officer), is responsible for this bill.

c. GENERAL PRINCIPLES

(1) SCOPE. For the purpose of this bill, the term "official correspondence" means all written material, documents, publications, charts, messages, and so forth addressed to or sent from the command. It includes delivery by U.S. mail, guard mail, courier, supply shipment, naval message, hand carried, or any other means. This bill applies generally to unclassified matter and specifically to classified matter but does not treat the subjects of clearance, access authorization, briefing and debriefing, communications security material (CMS), nor standard unclassified forms and records. Security measures covered in the Security Bill, section 620.9, are not repeated here.

(2) RESPONSIBILITY. The Executive Officer is responsible for the handling of all official correspondence.

(3) ASSISTANTS. The Commanding Officer shall appoint the following assistants in the control and handling of classified materials:

(a) Security Manager (SM).

(b) Top Secret Control Officer (TSCO).

(c) Enlisted assistants to TSCO and SM.

(d) Department custodians and enlisted assistants to department custodians, where the handling of Top Secret material is involved.

Written designation of these individuals is required. Prerequisites are listed in the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H).

(4) DUTIES OF SM. The SM provides advice, develops command security procedures, ensures that personnel are appropriately cleared and instructed, coordinates security

control and storage measures, administers the classification management program, maintains records of current classified matter for which the command is responsible, and carries out such other duties delineated in Department of the Navy Information and Personnel Security Program Regulation (OPNAVINST 5510.1H).

(5) ASSIGNMENT OF PERSONNEL. Personnel who handle, control, and account for classified material for the command should be assigned in a manner which will provide for reasonable longevity and continuity.

(6) NAVY FORMS. Use Navy forms whenever possible. Procure Navy forms from tender or base Servmarts or through normal Cog I supply channels.

(7) REDUNDANT RECORDS. Redundancy or duplication of records is not desirable. An annual clean-out day will be established at each command where a portion of the work performed in each office will be devoted to the disposal or destruction of unneeded classified holdings.

(8) QUANTITY OF CLASSIFIED MATERIAL. The number of active classified documents held by the command must be only those required for the current or anticipated operation and administration of the unit or of historical significance to the unit. Classified documents and material that are not permanent valuable records of the government will not be retained more than 5 years from the date of origin unless such retention is authorized by and follows the records disposition schedules of SECNAVINST 5216.5C. Severe restriction of the number of copies and frequent review and destruction are essential to maintaining the minimum necessary amount of classified material.

(9) ACCOUNTABILITY CONTROL. Accountability for incoming material shall be maintained by the use of sequentially assigned activity control numbers (ACNs) (commonly known as route slip numbers) to appear on material control forms (OPNAV 5216/10 and OPNAV 5211/7) and on the document itself in the case of Secret, Top Secret, and direct turnover Confidential material.

ACN series will be assigned by calendar year to each of the classifications in the following manner:

Multiple copies of Top Secret and Secret documents shall be assigned an ACN with copy numbers added (that is, ACN T1-82 copy 1 of 3, ACN S2-82 copy 2 of 3, and so forth).

11 April 1994

d. DEFINITIONS

(1) Accountability. Accountability, as used in this bill, is the procedures, including the required records, for handling and controlling classified information. The level of accounting and control of the classified information must be commensurate with its assigned classification. Classified information will be accounted for following Chapter 10 of OPNAVINST 5510.1H.

(2) Audit. The word audit, as used in this bill, shall mean the examination of records such as TOP SECRET inventory to determine completeness and accuracy.

(3) Inventory. The word inventory, as used in this bill, shall mean the process of accounting for documents including the physical sighting or accounting for be examining written evidence of disposition such as certificates of destruction or transfer receipts.

(4) Receipt. The word receipt, as used in this bill, shall mean a record of acknowledgment for classified information received by or transferred from the command or from one Classified Material Control Center to another.

(5) Transfer. The word transfer, as used in this bill, shall mean material transferred outside the physical control of the command or Classified Material Control Center within the command.

e. CORRESPONDENCE PROCEDURES. The Executive Officer shall control all incoming correspondence routing. The Security Manager is responsible for ensuring that correct procedures for handling classified correspondence are followed. He/she may reassign responsibility for Top Secret to the TSCO. The Executive Officer shall control all outgoing correspondence. Officers to whom correspondence is routed shall read and handle such correspondence for information or action as appropriate. Correspondence in routing shall be reviewed each working day by each department officer for new correspondence. Correspondence in routing shall not be removed from routing by department officers unless so indicated.

(1) RECORDS

(a) Guard Mail Petty Officer's (GMPO) Log. The GMPO log is a record of all incoming registered U.S. and guard mail and all outgoing registered guard mail transported to and from the unit and guard mail centers of post offices by the unit's GMPO. The GMPO log shall be maintained by the yeoman except

during mail trips, at which time it will be maintained accurately and neatly by the GMPO. The purpose of this log is to record accountability for outgoing registered guard mail and all incoming registered U.S. and guard mail. See subparagraph (2) concerning accountability for outgoing registered U.S. mail by the GMPO. The log shall be divided into an incoming and an outgoing section concerning each piece of incoming registered or certified U.S. or guard mail and each piece of outgoing registered guard mail, and will contain the following information concerning each item:

1. Registry/certified number
2. Originating command
3. Addressee
4. Unit or office to which delivered
5. Date and time of delivery
6. Signature of person to whom delivered

(b) Firm Mail Book for Registered, Registered C.O.D., and Certified Mail. The firm mail book for registered C.O.D. and certified mail (PS Form 3877) is a record of all outgoing certified and registered U.S. mail. The book shall be maintained by the yeoman and will accompany the GMPO to the U.S. post office to certify outgoing certified and registered U.S. mail.

(c) Incoming Mail/Correspondence Log. Individual incoming mail/correspondence logs are to be maintained as follows for Top Secret, Secret, Confidential, and controlled unclassified material.

1. Top Secret, Secret, and Confidential Material--Logs will be maintained in a loose-leaf binder, file folder, or a two-post clipboard and shall consist of the second carbon copy of the classified material control form (OPNAV 5216/10).

2. Unclassified--The log will consist of the second copy of OPNAV 5211/7 in an appropriate 3-inch by 5-inch file (filed in ACN order).

(d) Outgoing Mail Log. An outgoing mail log will be maintained for material transmitted via certified or registered mail (including registered guard mail and confidential or unclassified material when sent via certified/registered mail). This log shall be maintained by the yeoman. The log will contain the following information on each piece dispatched:

1. Registry/certified number
2. Contents
3. Addressee
4. Signature of person preparing item for mailing
5. Date and time of delivery to GMPO
7. Signature of GMPO to whom delivered.

The purpose of this log is to have a chronological record of all material from the command via registered or certified mail. Top Secret material will be transmitted through the Armed Forces Courier Service (ARFCOS) following pertinent directives.

(e) Originator File. An originator file may be maintained for Secret, Confidential, and controlled unclassified material. This file is composed of hardback copies of OPNAV 5216/10 or third copy of OPNAV 5211/7 filed by command/types of command, and date of the material. The interfiling of the aforementioned forms in one file will expedite locating important material.

(2) RECEIPT PROCEDURES. The yeoman shall normally receive all incoming mail except Top Secret. Mail received during the yeoman's absence shall be delivered to the Executive Officer or the Command Duty Officer (CDO) in that order. All mail will be opened upon receipt and a quick check made for correspondence requiring the immediate attention of the Executive Officer. Registered mail shall be receipted for in the GMPO log and shall be signed by the yeoman. In the absence of the yeoman, the GMPO Log shall be signed by the Executive Officer or Command Duty Officer in that order, who shall then assume proper custody of registered mail. Upon return, the yeoman shall receive the registered mail involved.

(a) Unclassified Correspondence. When the yeoman has opened the incoming mail and determined that it is unclassified, he/she shall sort it into two categories:

1. Routing without a Route Slip. For unclassified mail not requiring control, a rubber stamp with check boxes may be used for routing; thus the correspondence itself will bear a complete record of officers who have seen it. A sample routing stamp is shown in figure 6-1.

1. ROUTING STAMPS USED FOR ROUTINE UNCONTROLLED UNCLASSIFIED CORRESPONDENCE WILL HAVE PROVISIONS FOR THE FOLLOWING:
 - A. INDICATION OF ROUTING TO OFFICERS WITH BLOCKS FOR AN INFORMATION KEY AND OFFICERS' INITIALS.
 - B. DISPOSITION INSTRUCTIONS UPON COMPLETION OF ROUTING TO INCLUDE: DESTRUCTION, RETENTION BY A SPECIFIC OFFICER, OR THE YEOMAN.
 - C. SPACE FOR STAMPING CORRESPONDENCE WITH DATA RECEIVED.
2. SAMPLE ROUTE STAMP:

DATE:		
	KEY	INIT
CO		
XO		
NAV		
OPS		
COMM		
WEAP		
1ST LT		
ENG		
MPA		
DCA		
E/RC		
SUP		
MED		
CMAA		
YN		
DESTROY	FILE:	

3. KEYS FOR USE ON ROUTE STAMP:
 - I — ROUTED FOR INFORMATION.
 - R — RETAIN IN DEPARTMENT OR COLLATERAL DUTY FILES.
 - S — SEE OFFICER NOTED IN BLANK (THAT IS, SCO, SXO, AND SO FORTH).

Figure 6-1 Sample Routing Stamp

2. Routing with the Mail Control Form. Mail requiring control is routed by the Correspondence Document Control Card (OPNAV 5211/7). Controlled mail may consist of unclassified mail requiring action, mail of historical importance to the command, and that having future reference value.

a. Complete OPNAV 5211/7 with the following information as applicable:

i. Originator

ii. Originator serial number

iii. Date of correspondence

iv. Number of copies received (also specify copy numbers if material is so identified)

v. Registered or certified mail number, if applicable

vi. ACN (1-73) (in "Route Sheet No." block)

vii. Date received

viii. Subject (In case of instructions and notices, give complete directive or instruction designation, such as SECNAVINST C5400.11D).

ix. Routing instructions as desired.

x. Disposition intended when known (e.g. "ENG RETAIN").

xi. File number.

b. Attach the original and first copy of OPNAV 5211/7 to the document for routing.

c. Place the second copy of the OPNAV 5211/7 in the incoming mail log, filed by ACN.

d. The third copy of OPNAV 5211/7 may be used as desired (that is, originator file, action tickler file, locator file, and so forth).

(b) Confidential and Secret Correspondence. Confidential correspondence may be divided into two categories: non-controlled Confidential mail which provides general

information and does not require a reply and which can be routed by the use of a rubber stamp (Figure 6-1); and controlled Confidential mail, which requires action, has historical importance or future reference value, and is handled as described below. When the unit's yeoman determines that incoming material is Secret or controlled Confidential, he/she should prepare a Correspondence Material Control form (OPNAV 5216/10). Classified material is also received via supply channels. The supply departmental yeoman or spare parts petty officer receiving any classified material directly shall deliver it to the unit's yeoman for processing.

1. Complete OPNAV 5216/10 with the following information, as applicable:

- a. ACN (S-82 or C-82)
- b. Classification of control form (Note: The control form may remain unclassified by use of the term "Classified Subject" in the subject block.)
- c. Originator
- d. Originator serial number date of material
- e. File number
- f. Date received
- g. Number of copies received (also specify copy numbers if material is so identified)
- h. Registered or certified mail number under which the material was received (if by hand, so state)
- i. Addressee
- j. Subject
- k. Routing instructions as desired
- l. Disposition intended, when known (e.g. WEPS RETAIN).

2. Attach the original and one copy of OPNAV 5216/10, and the appropriate classified cover sheet to the document for routing.

3. Place one copy of OPNAV 5216/10 in the Confidential incoming log.

4. The remaining copy may be used as desired (e.g. originator file, action tickler file, locator file, etc.)

(c) Top Secret Correspondence. This correspondence shall be handled by the TSCO or the SM. He/she shall assign an activity control number to each piece of incoming Top Secret correspondence and shall enter this number in the ARFCOS log. This log is a part of the continuous chain of receipts system and is similar to the GMPO log. He/she shall ensure a Top Secret Correspondence Material Control form (OPNAV 5216/10) and the Record of Disclosure form (OPNAV 5511/13) are prepared.

1. Assign a Top Secret ACN to each document and copy of incoming material.

2. Conduct a page check and record result in the document.

3. Fill out OPNAV 5216/10 with the following information, as applicable:

i. ACN (T-73)

ii. Classification of control form (Note: The control form may be kept unclassified by use of the term "Classified Subject" in the subject block).

iii. Originator

iv. Originator serial number and date (or other reference)

v. Date received

vi. File number

vii. Originator copy number (use subject block)

viii. ARFCOS number (use subject block)
Subject

ix. Subject

x. Routing instructions

xi. Disposition intended.

4. Attach the original and one copy of OPNAV 5216/10 and the appropriate classified cover sheet to the document for routing.

5. Place one copy of the OPNAV 5216/10 in the Top Secret log.

6. The remaining copy may be used as desired (that is, originator file, action tickler file, locator file, and so forth).

7. Ensure that disclosure sheet is attached prior to routing.

(3) ROUTING AND FILING

(a) Unclassified Correspondence

1. The Executive Officer shall assign the routing by indicating officers responsible for action, information, and permanent retention. The lead action officer for all action correspondence shall be designated at the department head level. The Executive Officer shall instruct the yeoman on internal routing procedures.

2. Any officer desiring mail for either permanent or temporary retention shall so signify on the correspondence. When a copy of the correspondence is desired for routing within a department or for other reasons, this also shall be indicated. On completion of routing, the Executive Officer will monitor action required on the correspondence and return it to the unit's yeoman for filing or other disposition.

3. Unclassified correspondence normally shall be filed by the yeoman in the unit's unclassified files. If desired, filing may be indicated by circling the file number on the incoming mail log control form.

4. Upon completion of routing, the original control form normally shall be filed in the unit's files with the correspondence and the unit's file copy of any reply. Retention of the document by a department head, will be indicated on the original OPNAV 5216/10. One flimsy shall be retained by him/her as the control sheet for his/her record and the original returned to the unit's administrative office, attached to a letter size paper and filed in the unit's subject files.

(b) Secret and Confidential Correspondence. Except as modified in subsequent paragraphs, the unit's yeoman shall

follow the same procedures as detailed in subparagraph (1) for unclassified correspondence.

1. Secret and Confidential correspondence shall be properly safeguarded while in routing.

2. Secret and Confidential correspondence normally shall be filed in the unit's classified files. If desired, filing may be indicated by circling the file number on the incoming mail log control form.

3. Secret and Confidential material may be reproduced only upon specific approval of Security Manager. It may be reproduced only on equipment designated for reproduction of classified material.

4. Upon completion of routing, the original control form normally shall be filed in the unit's files with the correspondence and the unit's file copy of any reply required. Retention of a document by a department head will be indicated on the original OPNAV 5216/10 in the appropriate block and dated. One copy shall be retained as the control sheet for his/her record, and the original will be returned to the unit's administrative office attached to letter size paper, and filed in the unit's subject files.

5. Classified material shall be handled per OPNAVINST 5510.1H and shall be under constant surveillance by appropriately cleared personnel with the proper need to know when outside of the safes.

(c) Top Secret Correspondence

1. The TSCO shall inform the Commanding Officer and Executive Officer when Top Secret material is received.

2. The TSCO shall prepare the OPNAV 5216/10 control sheet and the OPNAV 5511/13 record of disclosure sheet. He/she shall indicate the minimal routing and deliver the Top Secret material to the Executive Officer. The Executive Officer will indicate any routing and disclosure necessary and return it to the TSCO for prompt delivery to the commanding officer. Disclosure records will be retained for five years after the documents are transferred, downgraded, or destroyed.

When the Commanding Officer has finished with the Top Secret material, he/she will return it to the TSCO, as appropriate, for further routing. Complete entries on the record of disclosure sheet shall be made each time it is seen by anyone. Top Secret material shall be disclosed only on a "need to know" basis to

properly cleared personnel. Extreme care should be taken to prevent unauthorized or inadvertent access to Top Secret material.

(d) Responsibilities

1. Department heads are responsible for classified material which enters the department's mail system for internal routing or permanent retention.

2. All officers shall review unclassified mail in routing at least once each working day. An officer designated for information shall read the correspondence and initial the route stamp or control form. If an officer's action is required on a particular piece of correspondence, he/she is responsible for taking action prior to the date indicated. An officer designated to retain correspondence may remove the correspondence when all other routing is complete. The procedures prescribed for retention of classified documents and return of control sheet originals shall be followed.

3. If any officer is required to retain a Top Secret document, his/her custodial assumption will be indicated by "dating" and "signing" in "Receipt Signature" block opposite his/her routing code under the section Control Center Primary Routing on the original OPNAV 5216/10, and the original will be returned to the TSCO as appropriate. The officer shall retain the routed flimsy control form and disclosure sheet for his/her records and control of the correspondence thereafter.

4. The TSCO then shall file the original control form by holder and in ACN sequence. In this manner he/she has an up-to-date record of all Top Secret material held by individuals with the command.

5. The TSCO will annotate the flimsy of the OPNAV 5216/10 in the incoming Top Secret log as to the disposition of the correspondence (e.g., retained by sonar officer, filed in 3000 Top Secret file).

6. Top Secret material shall be handled per OPNAVINST 5510.1H and shall be under constant surveillance by authorized and properly cleared personnel when outside the safes. A continuous chain of receipts shall be maintained.

(e) Cross-Reference Locator Sheets. The proliferation of classified material through indiscriminate distribution or reproduction of copies is a constant problem. Accounting is enlarged or circumvented. Updating generally

fails. A Cross-Reference Locator Sheet, OF 21, Figure 6-2, should be kept in the unit's master file system in lieu of maintaining an extra copy of material. This practice will ensure that later or revised material will not be filed automatically. Rather, it will be routed to the user to provide most current information upon which to base his/her action.

(f) Routing Guidance. A guide similar to Figure 6-3 may be prepared for routing periodically received material. This could ensure a continuity of attention and distribution within the unit as personnel change.

(g) Distribution and Disposal. A disposal guide similar to Figure 6-4 should be prepared using SECNAV Instruction 5212.5C as guidance. This, plus a periodic review and vigorous expurgation of files, is mandatory for a manageable accounting system.

(4) PROCEDURES AND RESPONSIBILITIES FOR OUTGOING CORRESPONDENCE. Action shall be completed on each piece of action correspondence on or before the day indicated by the Executive Officer. If the action cannot be completed, the Executive Officer shall be so informed by the responsible officer. In general, if an unusual delay in answering action mail is unavoidable, the responsible officer shall draft a letter of acknowledgement explaining the reason for the delay. Department heads shall initiate recurring reports for which they are responsible in a timely manner. Responsible officers shall prepare outgoing correspondence, including reports, in a double-spaced, pen or pencil "rough" format, indicating appropriate security classification and downgrading declassification category. These roughs shall be delivered to the Executive Officer for review and delivery to the Commanding Officer as appropriate.

(a) Identifying Origin

1. Letters are to be addressed as originating from the Commanding Officer for all matters that pertain to the operation of the unit, management, and discipline.

2. The originator of correspondence within the command should be identified by a code and/or initials as prescribed in the Navy Correspondence Manual, SECNAVINST 5216.5C.

USS _____

OFFICIAL CORRESPONDENCE CROSS REFERENCE LOCATOR SHEET
OPTIONAL FORM 21

A. CORRESPONDENCE OR DIRECTIVE:

ACTIVITY CONTROL NUMBER _____

CLASSIFICATION: TS/S/C/U

ORIGINATOR:

SERIAL & DATE OR INST/NOTE NO.

SUBJECT:

B. LOCATOR:

SUBJECT CORRESPONDENCE OR DIRECTIVE WILL BE MAINTAINED BY:

TITLE

SIGNATURE

LOCATION:

RELOCATION AUTHORIZED BY:

(XO SIGNATURE)

(DATE)

C. REMARKS:

D. INSTRUCTIONS:

1. OFFICIAL CORRESPONDENCE CROSS-REFERENCE SHEETS WILL BE USED AS FILE COPIES OF ORIGINAL CORRESPONDENCE REMOVED FROM ITS CENTRAL LOCATION TO SOME OTHER PLACE SUCH AS AN OPERATIONS FOLDER, TRAINING RECORD, AND SO FORTH. IT WILL BE USED WHENEVER OFFICIAL CORRESPONDENCE OR DIRECTIVES ARE FILED IN SOME OTHER THAN ITS NORMAL LOCATION AND MAY BE USED FOR TEMPORARY REMOVALS IF DESIRED.

2. CORRESPONDENCE REMOVED FROM ITS NORMAL LOCATION WILL BE MAINTAINED BY THE PERSON LISTED BY TITLE IN B ABOVE.

3. ONLY THE EXECUTIVE OFFICER MAY AUTHORIZE THE REMOVAL OF OFFICIAL CORRESPONDENCE FROM NORMAL FILES ON OTHER THAN STRICTLY TEMPORARY BASIS.

Figure 6-2. Reference Locator Sheet

TITLE	COPIES ORDINARILY RECEIVED	ROUTING/DISPOSITION NOTE: CLASSIFIED MATERIAL SHALL BE ROUTED ONLY ON A NEED TO KNOW BASIS
TOP SECRET MATERIAL	AS RECEIVED	CONTROLLED BY TSCO
SECRET NOTICES, LETTERS, INSTRUCTION	AS RECEIVED	ROUTED BY SUBJECT MATTER.
COMTAC PUBLICATIONS	AS RECEIVED	1 - CO/XO/NAV/OPS/COMM AVAILABLE TO ALL OFFICERS/SELECTED PETTY OFFICERS FOR READING. COMM RETAIN UNTIL REVISED.
ELECTRONIC INFORMATION	2	1 - ELECTRONICS MATERIAL OFFICER BULLETINS FOR UNIT'S FILES. RETAIN UNTIL REPLACED BY EIMB. 2 - ROUTED TO INTERESTED DIVISION OFFICERS AND PETTY OFFICERS.
QUARTERLY INFORMATION	2	1 - CO/XO/ALL OFFICERS ROUTING BULLETIN COMM RETAIN FILE TWO YEARS. 2 - PETTY OFFICERS.
INTELLIGENCE PUBLICATIONS	1	1 - CO/XO ALL OFFICERS ROUTING. INTEL RETAIN UNTIL REVISED/SUPERSEDED.
NAVAL COMMUNICATIONS BULLETIN	2	1 - CO/XO/NAV/COMM/RMs. COMM RETAIN FOR TWO YEARS. 2 - DESTROY.
FBM WEAPONS SYSTEM DEFICIENCY ANALYSIS SUMMARY REPORT	1	1 - CO/XO/WEPS. WEPS RETAIN FOR SIX MONTHS.
TROUBLE FAILURE REPORT AND ELAPSED TIME METER REPORTS	1	1 - INTERNALLY GENERATED. NAV/WEPS RETAIN FOR ONE YEAR.
SPECIAL WEAPONS ORDNANCE PUBLICATIONS (SWOPS)	1	1 - CO/XO/WEPS/1ST LT/SUP RETAIN UNTIL CANCELED.
SPALT DODUCMENTS	1	1 - TO NAV OR WEPS AS INDICATED BY SUBJECT.

Figure 6-3. Sample Guide for Routing of Periodically Received Material

TITLE	COPIES ORDINARILY RECEIVED	ROUTING/DISPOSITION NOTE: CLASSIFIED MATERIAL SHALL BE ROUTED ONLY ON A NEED TO KNOW BASIS
NAVSEA JOURNAL	3	1 - CO/XO/ALL OFFICERS ROUTING. ENG RETAIN FILE TWO YEARS 2 - TO ENG DEPT. PERSONNEL FOR ROUTING AND FILE. 3 - TO EMO FOR ROUTING AND FILE.
MAINTENANCE DATA COLLECTION ANALYSIS REPORT	2	1 - 2 - CO/XO/MDC COORDINATOR. FILE INDEFINITELY.
ESO-OSD-SPCC COSAL CHANGES	2	1 - SUPPLY RETAIN INDEFINITELY. 2 - TO COGNIZANT DEPARTMENT.
DEPARTMENT OF DEFENSE FACT SHEETS	3	1 - CO/XO/ALL OFFICERS ROUTING, DESTROY. 2 - CPOs. DESTROY. 3 - OFF-CREW READING. DESTROY.
USN/USL REPORTS	1	1 - CO/XO/ALL OFFICERS ROUTING. SONAR RETAIN INDEFINITELY.
MISSILE SYSTEM INSTALLATION INTERRUPTED FOR PARTS (MISP)	2	1 - CO/XO/SUP. SUP RETAIN INDEFINITELY. 2 - SUPPLY RETAIN INDEFINITELY.
NAVAL ORDNANCE BULLETIN	1	1 - CO/XO/WEP/1ST LT/SUP. WEPS RETAIN FILE TWO YEARS.
NUCLEAR WEAPONS SAFETY	1	1 - CO/XO/WEPS/1ST LT/SUP. WEPS RETAIN FILE TWO YEARS.
CINCLANTFLT NEWSLETTER	3	1 - CO PERSONNEL FILE. 2 - ALL OFFICERS ROUTING. COMM RETAIN INDEFINITELY. 3 - SELECTED CPOs. DESTROY.
QUICK LOOK REPORTS	1	1 - CO/XO/WEPS. WEPS RETAIN INDEFINITELY.

Figure 6-3 Sample Guide for Routing of Periodically Received Material (Cont.)

1. SECNAVINST 5212.5B PARTS I AND II. "DISPOSAL OF NAVY AND MARINE CORPS RECORDS FOR USN AND USNS VESSELS," CONTAINS GUIDANCE AND CONSTITUTES AUTHORITY TO DESTROY OFFICIAL CORRESPONDENCE, LOGS, AND OTHER RECORDS. BEFORE INSTITUTING DISPOSAL SCHEDULES FOR MATERIAL UNDER THEIR COGNIZANCE, DEPARTMENT HEADS WILL RESEARCH THIS PUBLICATION TO VERIFY THAT DISPOSAL IN ACCORDANCE WITH THE SCHEDULE IS PERMITTED. DEPARTMENT HEADS WILL IMPLEMENT DISPOSAL SCHEDULES AS THEY SEE FIT TO KEEP THE VOLUME OF MATERIAL IN THEIR CUSTODY TO A MINIMUM. QUESTIONS WILL BE PRESENTED TO THE EXECUTIVE OFFICER FOR RESOLUTION.

2. THE FOLLOWING RETENTION PERIODS HAVE BEEN EXTRACTED FROM SECNAVINST 5212.5B, NTP 4, AND CMS-4, AND SHOULD COVER THE MAJORITY OF, BUT NOT ALL, SITUATIONS THAT REQUIRE VIGOROUS DISPOSAL ACTION. THE RETENTION PERIODS LISTED ARE FROM THE LATEST DATA ON THE CORRESPONDENCE OR RECORDS OR FROM THE DATE THE CORRESPONDENCE WAS DESTROYED IN THE CASE OF ACCOUNTABILITY RECORDS.

<u>CATEGORY</u>	<u>RETENTION PERIOD</u>
GENERAL CORRESPONDENCE FILES (INCLUDING FILES MAINTAINED FOR LOG PURPOSES)	2 YEARS
MOST INTERNALLY PRODUCED RECORDS AND FILES	NONE
OPERATIONAL LOGS (SONAR OR ECM CONTACT LOGS, AND SO FORTH)	2 YEARS
FILE COPIES OF MESSAGE TRAFFIC (EXCEPT AS NOTED BELOW)	3 MONTHS
INTELLIGENCE SUMMARIES	30 DAYS
VISUAL AND RADIO STATION CIRCUIT FILES	6 MONTHS
FLEET BROADCAST FILES	UNTIL CANCELLED
GENERAL MESSAGE FILES	2 YEARS
CMS FILES	2 YEARS
CERTIFICATES OF DESTRUCTION	2 YEARS
RECORDS OF RECEIPT, TRANSFER, OR ISSUE	2 YEARS
TS DISCLOSURE SHEET	2 YEARS*
INVENTORY AND CONTROL OF RECORDS	2 YEARS
ARFOS RECORDS	2 YEARS
RECORDS OF INSPECTIONS (NWA1, NTP1, DRSE, ADMIN, SALVAGE, AND SO FORTH)	PERMANENT
ENGINEER'S LOG, BELL BOOK	3 YEARS
CO/NAV/WEPS/ENG/DAY ORDERS	2 YEARS
NAVIGATION LOGS (BEARINGS BOOK, SOUNDING BOOK, AND SO FORTH)	3 YEARS
REQUISITION FILES	1 YEAR
WORK REQUEST AND JOB ORDER FILES	1 YEAR
MACHINERY AND EQUIPMENT OPERATING LOGS OR RECORDS	1 YEAR
GENERAL MESS MENUS	6 MONTHS
POD FILES AND WATCH LISTS	6 MONTHS
CSMP RECORD CARDS	2 YEARS
MACHINERY HISTORY CARDS	UNTIL DISPOSAL, REPLACEMENT OR CONVERSION OF EQUIPMENT
ENGINEERING MONTHLY SUMMARY	2 YEARS
CUSTODY CARDS FOR GOVERNMENT EQUIPMENT	UNTIL DISPOSAL OR TRANSFER OF EQUIPMENT
DIRECTIVES (INSTRUCTIONS & NOTICES)	UNTIL SUPERSEDED OR CANCELLED

*AFTER DOCUMENT SHOWN ON FORM IS DOWNGRADED, TRANSFERRED OR DESTROYED.

3. THE PHYSICAL DESTRUCTION OF CLASSIFIED MATERIAL SHALL BE ACCOMPLISHED AS DIRECTED BY THE SECURITY MANAGER.

Figure 6-4. Sample Disposal Schedule

(b) Signing Correspondence

1. The Commanding Officer shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of the command. The Commanding Officer must also sign court-martial convening orders, referral of charges to courts-martial, and certain other documents related to the administration of Military Justice. See MCM and JAGMAN.

2. The Executive Officer or department head may sign official correspondence other than that described above, "By direction." In orders affecting pay and allowances, "By direction of the Commanding Officer" shall appear after the title of his/her office.

3. Facsimile signature of the Commanding Officer, Executive Officer, and department heads may be used for routine correspondence, routine service record entries, and receipt of enlisted personnel. Facsimile signatures shall be initialed by authorized personnel. Facsimile signature stamps shall be safeguarded when not in use.

4. "Acting" shall appear below the signature of the Executive Officer when temporarily succeeding to command.

5. In the absence of the Executive Officer, the duty officer is authorized to sign "By direction" correspondence or papers relating to personnel transfers occurring outside of normal working hours. The previously established signature restrictions apply.

6. Signatures on service record entries and pay documents shall be as specified in NAVMILPERSMAN and PAYPERSMAN.

(c) Finished Correspondence and Reports

1. The ship's yeoman shall deliver the correspondence to the preparing officer who shall proofread and approve it by initialing the file copy. In the case of classified correspondence, rough drafts shall accompany the finished correspondence.

2. The preparing officer shall deliver the smooth correspondence to the Executive Officer and the roughs and carbons to the yeoman (or Top Secret control officer in the case of Top Secret) for appropriate disposal.

3. The Executive Officer shall:

- a. Check for accuracy and initial the file.
- b. Obtain the appropriate signature.

c. Send correspondence to the unit's yeoman if Unclassified, Confidential, or Secret. Top Secret correspondence shall be delivered to the TSCO.

(d) Accounting Procedures for Outgoing Material.

Upon receipt of completed and signed correspondence received from the Executive Officer, the TSCO for Top Secret, and the yeoman for Secret, Confidential, and Unclassified correspondence, shall enter the required date in the appropriate logs and ensure subsequent mailing of the correspondence. The following steps will be taken after signature, and will terminate upon actual mailing or delivery of the correspondence.

- 1. Serialize each outgoing classified piece of correspondence.
- 2. Date stamp each outgoing letter with the date it is signed.
- 3. Return Receipt from Addressee. As required by OPNAVINST 5510.1H, enclose a return receipt with each piece of outgoing Top Secret and Secret material. A Record of Receipt (OPNAV 5511/10) will serve this purpose. When this postcard is signed by the recipient and returned to the originating activity, it will be filed by the TSCO or the yeoman for at least two years. Cards will be filed in numerical sequence by ACN.
- 4. Address and seal all letters in two opaque containers in accordance with OPNAVINST 5510.1H.
- 5. Transmit classified material per OPNAVINST 5510.1H. Applicable portions of the GMPO log, Outgoing Mail log, Firm Mail Book (PS 3877), and/or ARFCOS receipt to sender (ARFCOS Form 1) will be completed.

(e) Recurring Reports and Action Tickler File. The Executive Officer will maintain a tickler file for all recurring reports and incomplete or pending action correspondence with action addressee. The Executive Officer shall annotate or record completions.

(5) DOWNGRADING AND DECLASSIFICATION

(a) TOP SECRET. THE TSCO and each department head shall review at least annually Top Secret material under their cognizance and downgrade or declassify where applicable following downgrading or declassification instructions, classification guides, or as directed by the original classification authority. See Executive Order No. 12356, part 3."

(b) SECRET. The Security Manager and each department head shall review at least annually Secret material under their cognizance and downgrade or declassify where applicable in accordance with downgrading or declassification instructions, classification guides, or as directed by the original classification authority. See Executive Order No. 12356, part 3."

(c) CONFIDENTIAL. The SM, department heads, and the unit's yeoman shall review, at periodic intervals not to exceed twice yearly, Confidential material under their cognizance and declassify where applicable following downgrading or declassification instructions, classification guides, or as directed by the original classification authority. See Executive Order No. 12356, part 3."

(d) REPORT. A report of the completion of this review shall be made as occurring and at least annually to the SM who shall in turn report to the Commanding Officer.

(6) DESTRUCTION

(a) CONFIDENTIAL. OPNAVINST 5510.1H does not require a record of destruction of Confidential material; however, a record of the following Confidential material is required:

1. Material received which requires a report of destruction of superseded or cancelled material and/or residue of a change.

2. Material destroyed prior to date authorized by SECNAVINST 5212.5C, Disposal of Navy and Marine Corps Records. Route slips or other records will be maintained which identify the subject matter, date of destruction, method of destruction, signature of person destroying material, and who or what authorized destruction.

(b) SECRET AND TOP SECRET. A certification of destruction of Top Secret and record of destruction of Secret documents shall be prepared and retained for a period of two years. Destruction shall be accomplished by authorized means in the presence of two witnessing officials for Top Secret and

Secret. All witnessing officials shall be thoroughly familiar with the regulations and procedures for safeguarding classified information. Witnessing officials shall be guided by the procedures in OPNAVINST 5510.1H. The witnessing officials must sign the destruction report.

(c) CLASSIFIED MATERIAL. Classified material will be destroyed by shredding, burning, pulping, or pulverizing provided destruction is complete and reconstruction is impossible. Shredding into 1/32-inch strips and mixing the strips with other shredded material or complete burning of the material and thoroughly stirring the ashes is recommended.

(7) INVENTORY

(a) All Top Secret material must be inventoried at a change or transfer of command, and must be done at least once a year and upon relief of the TSCO. The custodian shall conduct the inventory in the presence of a properly cleared disinterested official. For transfer of command, the inventory will be conducted by the TSCO. At the same time, the Top Secret records shall be audited for completeness and accuracy. Publications distributed under the Communications Security Material System shall be signed and accounted for following CMS 4L (NOTAL).

(b) Prior to an inventory of Top Secret material, an audit of the records will be made by the inventory board as follows:

1. Obtain the last inventory of holdings from the previous audit.

2. Add all incoming and outgoing material received since that inventory as shown by higher sequence control log sheets.

3. Delete material transferred or destroyed since the last audit as shown by certificates of destruction and/or completed control log sheets.

4. The list of remaining documents will comprise the audit of Top Secret Material accountable by the command.

(c) Inventories will be conducted in the following manner:

1. Inventory all Top Secret material listed on the current audit report.

2. Both members of the inventory board will physically sight each document. In the case of sub-custodied material the certified inventory list of Top Secret material may be used.

3. Report to the Commanding Officer the results of the inventory in the format of Figure 6-5.

(d) For Top Secret material held in the custody of other departments:

1. The TSCO will provide the department custodian with a list of departmental holdings.

2. Both members of the inventory board will physically sight each document. In the case of sub-custodied material the certified inventory list of Top Secret material may be used.

3. Report to the TSCO the results of the inventory in the format of Figure 6-6.

f. PAGE CHECKS

(1) TOP SECRET. Top Secret documents shall be page checked on the following occasions:

(a) Upon initial receipt.

(b) After entry of a change involving page reentry/removal. The change residue, including pages removed from a document, must also be page checked prior to destruction.

(2) RECORD OF PAGE CHECKS. Page checks shall be recorded on the record of page checks provided in the publication. If the document does not have one, a notation shall be entered on the Record of Changes page or any other permanent page/space in the document.

g. MESSAGE HANDLING

(1) REPRODUCTION. The Teletype copy of a message shall be reproduced as received. Shotgun distribution of Unclassified messages is encouraged and may be allowed for Confidential and Secret messages.

(2) BROADCAST FILE. The fleet broadcast check-off and record of destruction shall be used whenever the unit is maintaining its own communication guard to account for the receipt and destruction of the broadcast file. Non-received



DEPARTMENT OF THE NAVY

IN REPLY REFER TO

From: Top Secret Control Officer
To: Commanding Officer

Subj: (TOP SECRET INVENTORY)

1. I have inventoried (or had inventoried) and page-checked all subject documents listed on the audit report dated (insert date).
2. The following discrepancies exist:

(signature)

5510
Ser
(date)

FIRST ENDORSEMENT

From: Commanding Officer
To: Top Secret Control Officer

1. Noted.

(signature)

Figure 6-5 Sample Format Top Secret Inventory Report



DEPARTMENT OF THE NAVY OPNAVINST 3120.32C
11 April 1994

IN REPLY REFER TO

From: Top Secret Control Officer
To: (name)

Subj: (NAME) DEPARTMENT TOP SECRET INVENTORY

1. According to the unit's records, you have custody of the Top Secret documents listed below. Conduct an inventory and page check of these ACNs and report the results by endorsement.

(date)

(signature)

(date)

FIRST ENDORSEMENT

From: (name)
To: Top Secret Control Officer

1. I have inventoried and page-checked the Top Secret Documents in my custody listed above.

2. The following discrepancies exist:

(signature)

Figure 6-8 Sample Format Department Top Secret Inventory Report

numbers are left blank. Top Secret messages will be fully lined-out. All others will indicate receipt and ultimate destruction.

(3) STATION FILE. Messages entered into the unit's station files shall be handled in the same manner as other classified material with the following exceptions:

(a) Confidential

1. Confidential messages shall be handled and safeguarded in a manner similar to other Confidential material, except that logging, listing, and proof of destruction is not required.

2. The communications watch supervisor shall ensure a routing stamp is placed on the message, indicating action, information, or retention by officers.

3. The message shall be handled in a manner similar (less the OPNAV 5216/10 or message log) to any other Confidential document.

(b) Secret

1. A distinct series of ACNs shall be recorded for Secret messages (that is, S1M-85).

2. Receipt of a Secret message concerning the command shall be recorded in a Secret message log under the supervision of the communications watch supervisor. This log will contain the following minimum information:

a. ACN (S1M-85)

b. Originator

c. DTG

d. Subject

e. Method of receipt (broadcast, hand, mail)

f. Disposition (WEPS, name file, and so forth)

g. Date of destruction

3. Place an OF 21, Cross-Reference Locator Sheet, (Figure 6-2), in the appropriate station file to tickle for the message during the routing or stowage in a different location.

4. The communications watch supervisor shall route stamp the message indicating action, information, and retention officers.

5. The message shall be handled in a manner similar (less OPNAV 5216/10) to any other Secret document.

6. Extra copies of Secret messages received via broadcast that have no value to the command may be destroyed immediately after receipt by authorized means. Destruction of Top Secret and Secret must be certified by two witnessing officials who will place their initials next to the appropriate broadcast serial numbers on the check-off sheets.

7. Copies of Secret messages will not be made without express permission of the designated official. Keep the number of copies to a minimum by using fillers in the various radio files where appropriate.

8. Outgoing Secret messages shall be entered in the Secret message log in a manner similar to the incoming message log.

9. Destruction of Secret messages will be the same as other Secret material. Lining out of the entry in the Secret message log will suffice for record of destruction. The date of destruction and signature of the authorized person conducting the destruction must be in the log.

(c) Top Secret

1. The TSCO will assign a distinct series of ACNs for Top Secret messages (that is, T1M-85 vice S1M-85).

2. The receipt of a Top Secret message which is of concern to the command shall be recorded in a Top Secret message log under supervision of the communications watch supervisor. This log will contain the following information:

- a. ACN (T1M-85)
- b. Originator
- c. DTG
- d. Subject
- e. Method of receipt (broadcast, hand, mail)

- forth)
- f. Copy number (1 of 2) (3 of 5)
 - g. Disposition (WEPS, name file, and so forth)
 - h. Custody signature
 - i. Date of destruction
3. Place an OF 21, Cross-Reference Locator Sheet, Figure 6-2, in the appropriate station file as a tickler for the message during routing or stowage in a different location.
4. Deliver message to TSCO for handling in a manner similar (less the OPNAV 5216/10) to any other Top Secret document. The record of disclosure may be used to indicate routing.
5. Additional copies of Top Secret messages received via broadcast that have no value to the command may be removed from broadcast rolls and ticklers entered in the broadcast files. The messages may be destroyed immediately by authorized methods. Destruction must be certified by two witnessing officials who will place their initials next to the appropriate broadcast serial numbers on the check-off sheets.
6. Copies of any Top Secret message will not be made without the express permission of the Commanding Officer.
7. Outgoing Top Secret messages shall be entered in the Top Secret message log in a manner similar to the incoming message log.
8. Hand delivered outgoing Top Secret messages will be signed for by the recipient on the record of receipt (OPNAV 5511/10).
- h. WATCH-TO-WATCH CUSTODY. Classified material frequently is required on a continuing basis at certain watch locations. Continuing accountability for this material is required.
 - i. CLASSIFIED MATERIAL FOR INTERNAL USE. Secret and Top Secret material generated by keeping night order books, marking charts, filling in forms, and so forth, even if internal to the unit, must be assigned an ACN and accounted for.
 - j. BY-PRODUCT MATERIALS
 - (1) By-products and residue of Classified material (including typewriter ribbons, carbon paper, and so forth) will

be protected at the same level as the information produced and destroyed by authorized means.

(2) The person responsible for the basic document or the yeoman shall ensure proper disposition of by-products and residue of material up to and including Confidential.

k. THE SHIP'S SEAL. The Executive Officer shall have custody of the ship's seal for use as directed by the Commanding Officer. The seal shall be kept in a secure place and shall be used on forms and documents in circumstances similar to those of a notary public. Examples of usage are as follows:

(1) To authenticate copies of books, records, papers, or documents submitted in evidence before civil courts.

(2) To authenticate reenlistment contracts, honorable discharges, commendations and citations, and oaths of office.

(3) To authenticate personal legal papers of individuals in the ship's company, such as insurance claims, statements, and signatures.

1. REFERENCES FOR THE OFFICIAL CORRESPONDENCE AND CLASSIFIED MATERIAL CONTROL BILL

(1) U.S. Navy Regulations.

(2) Department of the Navy Information Security Program Regulation, OPNAVINST 5510.1H.

(3) Department of the Navy Correspondence Manual, SECNAVINST 5216.5C.

(4) Disposal of Navy and Marine Corps Records, SECNAVINST 5212.5C.

(5) OPNAVINST 5112.5A (includes DOD Postal Manual, Vol II) (NOTAL).

620.6 ORIENTATION BILL

a. PURPOSE. This bill sets forth the procedures for indoctrination of newly reported enlisted personnel.

b. RESPONSIBILITY FOR THE BILL. The I-Division Officer, under the direction of the Executive Officer, is responsible for this bill.

c. INFORMATION. Personnel in pay grades E-1 through E-4 reporting aboard shall be assigned to the I-Division for initial indoctrination and training. The mission of the I-Division is twofold:

(1) To orient newly reported personnel to their individual responsibilities, duties, and opportunities.

(2) To acquaint newly reported personnel with departmental and special office facilities and functions and the relationship of each individual to the overall unit operations.

d. Indoctrination shall include:

(1) Review and verification of service, pay, and health records jointly by the individual and the I-Division Officer

(2) Briefings and counseling on the following: (a) Command's history, mission, organization, regulations, routine, and current operating schedule; (b) Total Quality Leadership (TQL); (c) Career benefits, advancement, educational opportunities, and educational services; (d) Personnel procedures and legal services; (e) Security, crime prevention, loss prevention, anti-terrorism, and local threat conditions; (f) Morale and religious services; (g) Equal Opportunity/Human Resources Management; (h) Drug and alcohol abuse; (i) Medical and dental services; (j) Safety; (k) Vehicle regulations; (l) Energy awareness/environmental control rules; (m) Standards of conduct; (o) Ombudsman program

Supervised indoctrination of newly reported personnel will provide a well-informed crew with a minimum disruption of daily routine. Since the number of new personnel fluctuates at any given time, it may be necessary to disband I-Division when, periodically, there are too few new personnel. The Executive Officer shall determine when I-Division training is in effect.

e. RESPONSIBILITIES

(1) THE I-DIVISION OFFICER will be appointed by the Executive Officer and shall be responsible for the administration

of I-Division and coordination of training. He/she shall be aware of all personnel reporting aboard and activate I-Division when there are sufficient new personnel to justify the expenditure of time and effort on the part of personnel concerned. He/she will publish a list of personnel assigned to the I-Division at least five working days prior to orientation lectures. Lecturers will be notified via the plan of the day five days in advance and personally by the I-Division Officer at least one day in advance of the lectures.

(2) DIVISION OFFICERS shall ensure that newly reported personnel in their division are present at the appointed time and place for all I-Division meetings and that their personnel have no conflicting requirements. Division officers shall be responsible for the indoctrination of new personnel in their specific duties within the division and department. They shall review the service record of each newly assigned person as they report to the division.

(3) DEPARTMENTAL TRAINING OFFICERS AND PERSONNEL IN CHARGE OF SPECIAL OFFICES shall assign instructors. The names of the instructors so assigned shall be submitted to the I-Division Officer. Instructors shall prepare a lecture/tour outline for submission to the I-Division Officer for filing and future reference. The plan should list all training aids and include sketches of charts to be used. These plans will be reviewed continually and updated.

f. INSTRUCTOR DUTIES. When notified by the cognizant departmental training officer or cognizant special officer, instructors shall report to the I-Division Officer for a briefing on their duties as I-Division instructors. Each instructor shall become familiar with the prepared lecture outline in the I-Division training syllabus. He/she shall report to the CMAA 10 minutes prior to his/her period of instruction shown in the indoctrination schedule and shall be responsible for the indoctrination and accounting for I-Division personnel during his/her period of instruction. If the instruction period ends prior to the scheduled completion time, he/she shall turn over I-Division personnel to the CMAA for the next scheduled event. Instructors shall make every effort to acquaint I-Division personnel with the task of each rating assigned to his/her department and, insofar as practical, spaces occupied and the relation of the department to the overall operation of the unit. Instructors should endeavor to stress the importance of each person to the overall effectiveness of the unit and make each person realize his/her own importance.

620.7 PERSONNEL ASSIGNMENT BILL

a. **PURPOSE.** To establish responsibilities and procedures for assigning and reassigning officer and enlisted personnel to billets within the unit's organization, including collateral and special duties.

b. **RESPONSIBILITY FOR THE BILL.** The Executive Officer is responsible for this bill.

c. INFORMATION

(1) The Chief of Naval Operations has developed a series of manning documents for all classes of ships. These documents, called Ship Manpower Documents (SMDs) or Squadron Manpower Documents (SQMDs), display in detail the rationale for manning of ship classes and squadrons based on configuration, compound workload, specified operating profile, and required operational capabilities.

(2) Organizational manning provides the minimum quantitative and qualitative personnel needs of a ship class for effective performance of prescribed mission and combat operations. SMD will be implemented by revising the individual unit's manpower authorizations, OPNAVINST 1000.16H (NOTAL), to reflect organizational manning. With a view toward attainment of organizational manning, authorizations will be written commensurate with current end-strength and will be increased, where required, as additional billets become available.

(3) Where sufficient manpower will not be available in the foreseeable future to permit organizational manning, conditional manning may be required. This will generally occur as outlined in OPNAVINST 1000.16H (NOTAL).

(4) Commanding Officers are invited to take the following actions pursuant to their particular class SMD:

(a) Retain the document for guidance. The organization and assignment of billets shown in the SMD have been developed to achieve optimum use of authorized resources. However, the SMD is advisory in nature. Actual organization and assignment of personnel continue to be the responsibility of command.

(b) Submit recommended changes to the document as dictated by changes in ship configuration, functional requirements, or modifications to quantitative manning criteria. Manpower authorizations and changes thereto are administered per OPNAVINST 1000.16H (NOTAL).

d. PROCEDURES AND RESPONSIBILITIES

(1) THE EXECUTIVE OFFICER shall:

- (a) Assign officers to departments.
- (b) Review assignment of officers made by heads of departments.
- (c) Assign officers as required to collateral duties outside of the department to which assigned.
- (d) Formulate policies and direct the Personnel Officer in assigning enlisted personnel to departments and special details.

(2) HEADS OF DEPARTMENTS shall:

- (a) Assign officers to established billets within their respective departmental organization, subject to the approval of the Executive Officer.
- (b) Assign officers to battle stations in accordance with the Battle Bill.
- (c) Assign officers to watches within the department following the department watch organization.
- (d) Assign enlisted personnel to divisions or specific billets within the departmental organization.
- (e) Review personnel requirements, and initiate recommendations to the Personnel Officer or the Ship's Secretary, as applicable, for revision of personnel allowances.
- (f) Keep the Executive Officer informed as to mission-degrading shortages of personnel and critical NECs within their departments.

(3) DIVISION OFFICERS shall:

- (a) Assign enlisted personnel to sections and duties within the divisional organization.
- (b) Assign enlisted personnel to watches and duties following the watch organization and various unit's bills.
- (c) Assign enlisted personnel to special details as required.

(d) Assign enlisted personnel to battle stations and battle watches in accordance with the Battle Bill.

(4) THE PERSONNEL OFFICER shall:

(a) Assign enlisted personnel received on board for duty to unit's departments per departmental allowances prescribed by the Executive Officer and higher authority.

(b) Establish quotas for the assignment of enlisted personnel to special details subject to the approval of the Executive Officer.

(c) Advise the Executive Officer concerning proposed revisions to unit and departmental personnel allowances.

e. REASSIGNMENT PROCEDURES

(1) INTERDEPARTMENTAL TRANSFERS

(a) The interdepartmental transfer of officers shall be authorized by the Executive Officer and shall be reported to the Ship's Secretary.

(b) The Executive Officer shall establish a rotation schedule for junior officers to ensure proper indoctrination.

(c) The interdepartmental transfer of enlisted personnel shall be authorized by the Executive Officer and shall be processed in accordance with procedures prescribed by the Personnel Officer.

(d) Requests for interdepartmental transfer of enlisted personnel shall be forwarded to the Executive Officer via the heads of departments concerned.

(2) INTERDIVISIONAL TRANSFERS

(a) The interdivisional transfer of officer and enlisted personnel shall be made upon the recommendation of the head of the department, subject to the approval of the Executive Officer.

(b) At the time of transfer, all interdivisional transfers of personnel shall be reported to the Ship's Secretary and Personnel Officer, as applicable, for purposes of record and administration.

f. **TEMPORARY ASSIGNMENT OF PERSONNEL.** The temporary assignment of enlisted personnel to duties listed in this paragraph shall be coordinated and administered by the Personnel Officer per the following procedures and the instructions of the Executive Officer. Requests for the replacement of personnel temporarily assigned to such duties shall be forwarded to the Personnel Officer for action:

(1) **MASTER-AT-ARMS FORCE**

(a) The Executive Officer shall select a chief petty officer to serve as Chief Master-at-Arms (CMAA). He/she shall be permanently assigned to the executive staff. A petty officer first class may be similarly assigned on a permanent basis as Assistant to the CMAA at the discretion of the Executive Officer.

(b) The CMAA shall forward requests to the Personnel Officer for the replacement of duty master-at-arms (MAA) force personnel at the expiration of their tour of duty or at other times as necessary.

(2) **MESS DECKS MASTER-AT-ARMS FORCE**

(a) The billet of Mess Decks Master-At-Arms is usually written into the SMD billet structure as a Mess Management Specialist (MS). When this is the case, the individual will be a permanent member of the supply department. When this is not the case, the individual will be transferred to the supply department for temporary duty. A rated Master-At-Arms shall not be assigned as a Mess Decks Master-At-Arms following SECNAVINST 5530.4A.

(b) The Supply Officer shall forward requests to the Personnel Officer for replacement of personnel at the expiration of their normal tour of duty, or at other times as necessary.

(3) **FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS**

(a) All departments, plus embarked units, shall transfer personnel to the Supply Department for temporary duty as food service attendants, wardroom rotational pool members, and CPO mess attendants. Medical/dental personnel are prohibited from performing these duties per U.S. Navy Regulations, 1990, Article 1063. The total command allowance for ship's company personnel to perform these functions is displayed under the S-2 Division Food Servicemen section of the applicable Ship's Manpower Document series (OPNAVINST 5320.XXX (NOTAL)). It is recommended that the number of food service attendants provided to the mess decks will equal four percent of its enlisted

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complement, the number of CPO mess attendants furnished will be on a one to fifteen ratio, and that the number of wardroom rotational pool members assigned will equal twelve percent of its officer population.

(b) For accounting purposes a "tour of duty" as used hereinafter refers to the aggregate service an individual performs as a food service attendant, wardroom rotational pool member, or CPO mess attendant. The normal tour of duty shall be 90 days. An individual who completed a normal tour in one, or in a combination, of these areas, shall not be required to serve a second tour, unless the tenets of subparagraphs 3 or 4 are met. However, an individual may be transferred from one functional area to another during the tour.

(c) Personnel shall not be assigned two consecutive tours unless on a voluntary basis. Volunteer status should be established by means of a service record entry signed by the individual.

(d) Personnel shall be assigned involuntarily to a second tour only with approval of the Executive Officer, and only when all non-rated personnel of the command have performed at least one tour. If involuntary assignment of a second tour is required, appropriate entries (including justification for the assignment) shall be made in the individual's enlisted service record.

(e) Petty officers will not be assigned as food service attendants, wardroom rotational pool members, or CPO mess attendants except when personnel of the lower pay grades are not available. Exceptions may be made afloat for commanding officers' and unit commanders' messes where Mess Management Specialists may serve in the rotational pool including bedmaking services. NAVSUP Pub 486, Volumes I and II (NOTAL) contain the duties and responsibilities of the Mess Management Specialist rating, and duties of food service attendants/wardroom rotation pool members and CPO mess attendants.

(f) Personnel may be assigned to food service duties immediately upon reporting onboard. However, if the personnel situation allows, it is preferable for an individual to work in his/her rate prior to such assignment, and to have attended shipboard indoctrination (I Division).

(4) TOUR OF DUTY OF MASTER-AT-ARMS FORCE, FOOD SERVICE ATTENDANTS, WARDROOM ROTATIONAL POOL MEMBERS, AND CPO MESS ATTENDANTS

(a) Duty Master-at-Arms, food service attendants, wardroom rotational pool members, and CPO mess attendants shall not be reassigned to parent departments prior to completing a normal tour without the approval of the Executive Officer.

(b) Personnel who have served a normal tour of duty shall not be reassigned to similar duties until they have completed a corresponding period of time in their regularly assigned department. Exceptions will occur only in unusual circumstances, and on approval by the Executive Officer.

(5) AIR WING/DETACHMENT PERSONNEL. In addition to supplying food service attendants, wardroom rotational pool members, MA and CPO mess attendants, an embarked air wing/detachment shall detail certain ratings to specific departments. All SK, DK, MS, and strikers, and those rapid supplymen (AK and AN) listed in the Integrated Services section of each Squadron Manpower Document (SQMD), will be assigned to the Supply Department. All PH's and strikers (except those required to perform organizational maintenance and listed in Work Center 240 of appropriate squadrons SQMD) will be assigned to the ship's or operations department's photographic laboratory. All HM ratings and strikers will be assigned to the Medical Department. Required personnel will be assigned to the Air Department for watches and details as directed by the Executive Officer. Air wing/detachment personnel designated for intermediate level aircraft maintenance functions shall be made available to unit AIMD as specified by separate directive.

(6) I-DIVISION

(a) When activated, the I-Division Officer shall prescribe the temporary assignment of personnel within the I-Division per directives of the Executive Officer.

(b) Personnel temporarily assigned to the I-Division shall report directly to the I-Division Officer or his/her representative.

(c) I-Division personnel will berth and muster with their regularly assigned divisions.

620.8 PERSONNEL RECALL BILL

a. PURPOSE. To establish uniform procedures for the rapid recall of all or selected personnel on liberty or shore leave.

b. INFORMATION. This bill (as modified by type and/or unit commanders) gives general procedures for recall situations.

c. PROCEDURES AND RESPONSIBILITIES

(1) THE PERSONNEL OFFICER shall:

(a) Maintain a complete, up-to-date listing of the local addresses and phone numbers of all unit personnel.

(b) Keep all command duty officers informed of the location of the listing.

(2) THE COMMANDING OFFICER, EXECUTIVE OFFICER, OR COMMAND DUTY OFFICER shall:

(a) Initiate personnel recall when required or directed by higher authority.

(b) Notify the Commanding Officer, Executive Officer, Senior Watch Officer, and Navigator of the recall order.

(3) ALL DEPARTMENT HEADS (DUTY DEPARTMENT HEADS) shall initiate recall of departmental personnel as directed by type and/or unit commanders.

620.9 SECURITY BILL

a. **PURPOSE.** To prescribe procedures and assign responsibilities for handling and safeguarding classified (except nuclear weapons) material and information.

b. **RESPONSIBILITY.** The Security Manager (SM) is responsible for this bill. The SM will ensure that this bill is coordinated with the Security Officer, if assigned, and integrated into the ship's security plan.

c. **INFORMATION.** Much of the unit's equipment and details of its operations and capabilities are classified. One of the primary responsibilities of naval personnel, therefore, is to ensure that classified information is not revealed to personnel without proper clearance, access authorization, and a need to know. Regulations which govern security of classified information do not guarantee protection nor do they meet every conceivable situation.

(1) **SAFEGUARDING CLASSIFIED INFORMATION.** Three basic techniques are used to safeguard classified information:

(a) Access to the unit and specific areas within is restricted by rules, alarm systems, locks, and/or guards.

(b) Classified correspondence and objects are clearly marked, strictly accounted for, used only by authorized personnel, and securely stowed.

(c) Unit personnel are screened, instructed, and monitored to ensure their integrity and reliability and their understanding of the need and techniques for safeguarding classified information.

(2) SOURCES OF ADDITIONAL INFORMATION

(a) OPNAVINST 5510.1H provides detailed regulations, guidance, and procedures for classifying, marking, handling, and safeguarding classified information and for access to and disclosure of this information.

(b) CSP-1 (NOTAL) and NTP-4 (NOTAL) contain instructions on communication and cryptographic security.

(c) OPNAVINST C8126.1 (NOTAL) and OPNAVINST 5510.162 (NOTAL) contain information pertinent to the security and safeguarding of nuclear weapons, including personnel reliability.

(d) The Official Correspondence and Classified Material Control Bill details procedures for handling official classified correspondence.

(e) The General Visiting Bill specifies procedures for control of visitors to ensure physical security of the ship and integrity of classified information.

(f) The Security from Unauthorized Visitors Bill establishes policies and promulgates instructions for security of the ship from unauthorized visitors when "repel boarders" action is not appropriate.

(g) Article 510.30 provides procedures and assigns responsibilities for custody and care of ship's locks and keys and delineates unauthorized entry areas.

(h) SECNAVINST 5510.34 (NOTAL) provides additional guidance in the case of foreign nationals visiting nuclear-powered ships.

d. DEFINITIONS

(1) ACCESS. The ability and opportunity to obtain knowledge or possession of classified information.

(2) CONTROLLED AREA. An area adjacent to or encompassing limited or exclusion areas, within which uncontrolled movement does not permit access to classified information.

(3) CONFIDENTIAL INFORMATION. Information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security.

(4) EXCLUSION AREA. An area containing classified information which is of such nature that access to the area constitutes, for all practical purposes, access to such classified information.

(5) FOR OFFICIAL USE ONLY. Applies to information, records, and other materials which have not been given a security classification, but which contain information which may be withheld from the public for one or more of the reasons cited in the Freedom of Information Act exemptions 2 through 9. No other material shall be considered or marked FOR OFFICIAL USE ONLY, as FOUO is not authorized as a form of classification to protect national security interests.

(6) LIMITED AREA. An area containing classified information, but within which access may be controlled by escort and other internal restrictions and controls.

(7) NEED TO KNOW. The necessity for possession of classified information by an individual in order to fulfill his/her official responsibilities. A security clearance does not in itself establish a need to know.

(8) PERSONNEL SECURITY CLEARANCE. An administrative determination by designated authority that an individual is eligible, from a security standpoint, for access to classified information.

(9) RESTRICTED DATA. The term Formerly Restricted Data refers to classified defense information which has been removed from the Restricted Data category. Disclosure of either Restricted Data or Formerly Restricted Data to other than U.S. citizens shall be in accordance with OPNAVINST 5510.1H. All data concerning:

(a) The design, manufacture, or employment of nuclear weapons.

(b) The production of special nuclear weapons.

(c) The use of special nuclear material in the production of energy.

(10) SECRET INFORMATION. Information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security.

(11) TOP SECRET INFORMATION. Information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security.

e. PROCEDURES

(1) PHYSICAL SECURITY

(a) Access Restrictions

1. Naval units are Level One areas and internal entry shall be restricted and controlled as prescribed in the General Visiting Bill and the Security from Unauthorized Visitors Bill. The latter bill is addressed in Section 620.10.

2. Individual units shall designate Level Three areas.

3. The following procedures shall be enforced within each Level Three area.

a. A clearly defined perimeter barrier.

b. All entry and exit points shall be protected by locks and approved alarm systems or shall be continuously guarded by a qualified member of the unit.

c. Entry shall be restricted to personnel on an entry list approved by the Commanding Officer or other persons individually authorized in writing by the Commanding Officer.

d. All personnel shall be identified by the guard before entry is permitted.

4. Individual units shall designate limited areas.

5. The following procedures shall be enforced within limited areas:

a. A clearly defined perimeter barrier.

b. Access shall be limited to unit members with appropriate security clearances. Persons not cleared for access to the information contained within a limited area may, with appropriate approval, be admitted. However, they must be controlled by an escort/attendant or other security measures designed to prevent access to the classified information within the area.

c. All entry and exit points are either guarded or controlled by a watchstander whose duties include a check of identification.

(a) Enforcement. The Self Defense Force shall be prepared to enforce access restrictions and physical entry.

(2) SECURITY OF CLASSIFIED MATTER

NOTE: Disclosure of classified information to foreign nationals will be in accordance with SECNAVINST 5510.34 (NOTAL). Foreign nationals are not permitted access to Restricted Data or Formerly Restricted Data under any circumstances.

(a) Personnel with responsibility for classified material shall stow it per OPNAVINST 5510.1H.

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(b) Classified correspondence shall be received, accounted for, inventoried, controlled, destroyed, transmitted, and marked as prescribed in the Official Correspondence Bill and in unit instructions regarding handling of Single Integrated Operational Plan - Extremely Sensitive Information (SIOP-ESI) and Sealed Authenticator Systems (SAS).

(c) NO PERSON SHALL:

1. REMOVE CLASSIFIED MATTER FROM ITS PROPER PLACE OF STOWAGE WITHOUT PERMISSION OF PROPER AUTHORITY, AND THEN ONLY AS NECESSARY FOR PERFORMING HIS/HER ASSIGNED DUTIES.

2. KNOWINGLY DELIVER OR DIVULGE CONTENTS OF ANY CLASSIFIED MATTER TO ANYONE NOT AUTHORIZED TO RECEIVE IT OR HAVE A NEED TO KNOW.

3. COPY OR RECORD ANY PORTION OF CLASSIFIED MATTER WITHOUT PERMISSION OF PROPER AUTHORITY; AND, IF COPIED, FAIL TO MARK, HANDLE, AND SAFEGUARD SUCH WRITING AS CLASSIFIED INFORMATION.

4. POSSESS ANY CLASSIFIED MATTER NOT NECESSARY TO THE PERFORMANCE OF ASSIGNED DUTIES; OR FAIL TO REPORT THE CIRCUMSTANCES OF ANY CLASSIFIED MATTER FOUND ADRIFT AND TURN IT IN TO THE OOD OR THE DUTY OFFICER.

(d) The combinations of all safes and of all locks employed for the safeguard of classified information or nuclear weapons shall be changed, recorded, and safeguarded per OPNAVINST 5510.1H (NOTAL).

(D)

(e) Unit movement. The Commanding Officer may release information concerning unit's past movements or locations providing the information has no special military or international significance which, if disclosed would be harmful to national policy or security.

(f) Classified subjects. The following classified subjects may be divulged only to properly cleared persons who have a clearly established need to know.

1. Information about nuclear weapons or the use of nuclear energy for the generation of useful power or other technical information concerning atomic energy.

2. The presence of nuclear weapons on board.
3. Offensive weapons and equipment.
4. ASW equipment and measures.
5. Electronic warfare deception measures.
6. Unrevealed war plans.
7. Codes, ciphers, and communication procedures.
8. Interception and use of enemy communication

traffic.

9. Intelligence procedures and information.
10. Hitherto undisclosed devices or weapons.

11. Details of the performance capabilities of ships and their equipment.

12. Details of the unit's movements.

13. Details of operations, operational techniques, state of training, and specified exercises.

14. Details of construction, arrangement, operational characteristics, or capabilities of any part of nuclear propulsion plants.

(3) PERSONNEL CLEARANCE, RELIABILITY, AND PERSONAL CENSORSHIP

(a) Action shall be initiated to establish a security clearance for each person who reports to the unit for permanent duty requiring access to classified material.

(b) Each person who reports to the unit for duty shall be interviewed, and service and health records shall be carefully examined to verify the integrity, emotional and mental stability, and sense of personal responsibility of the individual. Additionally, personnel shall be monitored by responsible seniors throughout their service on board to ensure maintenance of requisite standards.

(c) All personnel assigned shall be thoroughly instructed in the requirements and procedures for safeguarding classified information:

1. Upon reporting for duty.
2. Periodically while attached.
3. Prior to detachment.

f. RESPONSIBILITIES

(1) THE COMMANDING OFFICER shall:

(a) Issue interim security clearances when necessary, based on a check of local records or either initiation of the required investigation or evidence of a completed appropriate investigation.

(b) Issue final security clearances for newly assigned personnel who require access to special access program information and who are eligible for the final clearance required.

(c) Suspend access, remove from duty assignment, and report any individual who does not meet the required security standards.

(2) THE SECURITY MANAGER shall:

(a) Initiate necessary investigation and clearance requests and keep a log of the security clearance status of personnel.

(b) Maintain records of access granted to personnel.

(c) Direct the changing of safe and lock combinations in implementation of paragraph 620.9.e(2)(d).

(d) Ensure by frequent inspection that the provisions of this bill on stowage and handling of classified material are maintained by all departments and that security areas are properly posted, controlled, and guarded.

(e) Coordinate the training of unit personnel in the understanding and implementation of this bill. Ensure all personnel are briefed upon reporting and periodically while aboard, and debriefed upon detachment to ensure an understanding of the need for safeguarding classified information, of the techniques and procedures prescribed for this purpose, and of individual responsibilities in this area.

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(3) THE MEDICAL OFFICER shall:

(a) Conduct an interview with and review the health record of each person who reports for duty. Adjustment, attitude, motivation, stability, reliability, and so forth, will be evaluated. The results will be provided to the Executive Officer.

(b) Continuously monitor unit personnel for evidence of mental or emotional ability and advise the Executive Officer when such a condition is detected.

(4) THE WEAPONS OFFICER (OR COMBAT SYSTEMS OFFICER IF THE UNIT HAS A COMBAT SYSTEMS DEPARTMENT) shall:

(a) Provide for frequent checks and tests of the control station, supervisory alarm circuits, lighting, and communication. Maintain appropriate records of the checks and test.

(b) Provide a written procedure for control of weapons system keys.

(5) DEPARTMENT HEADS shall:

(a) Train assigned personnel in the understanding and implementation of this bill.

(b) Establish amplifying instructions for department watch and duty personnel on access control procedures and classified material stowage and handling procedures prescribed in this bill.

(6) ALL HANDS shall:

(a) Report all security violations, actual or suspected, to the Security Manager, CMAA, and OOD/duty officer.

(b) Exercise the strictest personal censorship.

(c) When on watch, ensure that entry control of security areas is properly maintained.

(d) Comply with security procedures established in this bill.

620.10 SECURITY FROM UNAUTHORIZED VISITORS BILL

a. PURPOSE. To establish policies and promulgate instructions for security from unauthorized visitors when "repel boarders" action is not appropriate.

b. RESPONSIBILITY FOR THE BILL. The Executive Officer is responsible for maintaining this bill.

c. INFORMATION. Occasionally an unauthorized person (commercial agent, occupant of a pleasure boat, member of a non-military organization, etc.) may attempt to board the unit for various reasons including sheer mischief, revelry, or political purposes. Such boardings do not require "repel boarders" action but must be prevented and the problem disposed of. Section 21 of the Internal Security Act of 1950 (codified at 50 U.S.C. 797 (1982)), provides that those found guilty of willful violations of orders or regulations issued for the protection or security of "military or naval aircraft, . . . vessels, harbors, ports, piers, water-front facilities, bases, . . . stations, vehicles, equipment, explosives, or other [military] property or places," shall be liable to a fine not to exceed \$5,000 or to imprisonment for not more than one year, or both, if the order or regulation in question was "posted in conspicuous and appropriate places." Implementing regulations include DODDIR 5200.8 of 29 July 1980, Security of Military Installations and Resources (NOTAL); SECNAVINST 5511.36A, Authority of Military Commanders under the Internal Security Act of 1950 to Issue Security Orders and Regulations for the Protection or Security of Property or Places under their Command; and OPNAVINST 5530.14B, Physical Security and Loss Prevention.

d. PROCEDURES

(1) THE EXECUTIVE OFFICER shall:

(a) Ensure that signed security orders and regulations are prepared as shown in Figure 6-7 and are made available for posting at the gangway or other appropriate place.

(b) Issue security orders and regulations to unit personnel.

(c) Ensure that duty officers are familiar with the procedures of local law enforcement agencies when in a foreign port.



DEPARTMENT OF THE NAVY

IN REPLY REFER TO

(Date)

From: Commanding Officer, USS
To: All Concerned

Subj: SECURITY ORDERS AND REGULATIONS FOR THE PROTECTION OF USS

Ref: (a) SECNAVINST 5511.36
(b) Section 21, Internal Security Act of 1950,
(codified at 50 U.S.C. 797 (1982))

1. In accordance with the provisions of reference (a), no person, other than members of this unit's company and other than employees of the United States or contractors who are authorized to perform services on board this unit, shall come on board, come in contact with, or cause an object to touch the unit without my advance consent or that of my duly authorized representative.
2. Any person who willfully violates this regulation is subject to a fine not to exceed \$5,000.00 or imprisonment for not more than one year, or both, as provided in reference (b).
3. This regulation does not cancel or abrogate any other regulation or order of this command.

(Commanding Officer)

(2) THE DUTY OFFICER shall:

- (a) Post the signed security orders and regulations at the gangway or other appropriate place when warranted.
- (b) Inform unauthorized persons who approach of the posted orders and the possible penalty for violating the orders.
- (c) When necessary, station additional personnel to prevent unauthorized persons from boarding the unit.
- (d) If the attempted violation occurs in a foreign port, obtain the aid of local law enforcement agency for external assistance if possible. Obtain the Commanding Officer's permission prior to allowing local law enforcement personnel on board.

(3) THE PETTY OFFICER OF THE WATCH/TOPSIDE SENTRY shall:

- (a) Require that all persons identify themselves before coming aboard.
- (b) Inform the Officer of the Deck (OOD) immediately if unauthorized persons attempt to board.
- (c) Inform unauthorized persons who attempt to board of the contents of the posted orders.
- (d) Using minimum force, prevent unauthorized persons from boarding.
- (e) Unauthorized persons who board, despite all efforts, will be taken into custody using a minimum of force. They will be segregated topside and treated courteously.

e. PROSECUTION. In effecting the provisions of this bill, the Commanding Officer shall ensure compliance with U.S. Navy Regulations, 1990.

(1) IN THE UNITED STATES, ITS TERRITORIES, AND POSSESSIONS. Willful violators of security orders and regulations must be taken into custody and delivered immediately to the custody of a United States Marshal. This action should be coordinated with Naval Criminal Investigative Service Resident Agent. Depending on the circumstances of the violation and local conditions, Federal law enforcement officers may arrest or take custody of the violator at the unit; otherwise the Navy must complete the transfer. City, county, or state police should be requested to transport the violator(s) to the United States Marshal, accompanied by a unit officer (preferably one who witnessed the violation if available). If the police are unable

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to assist, members of the Marine Corps or shore patrol using a Navy vehicle may effect the transfer. The location of the nearest United States Marshal may be obtained from the local legal services office.

(2) IN A FOREIGN PORT. In the event of willful violation or attempted violation of the unit's security orders and regulations in a foreign port, the local law enforcement agencies should be notified immediately. Violators should not be taken into custody unless absolutely necessary to maintain the unit's safety and security. Paragraph 2 of the example security orders (Figure 6-7) should be deleted when the unit is deployed in a foreign country.

(3) ENFORCEMENT. Units of the Self Defense Force shall be prepared to assist the Commanding Officer to ensure compliance with U.S. Navy Regulations if required.

620.11 SECURITY WATCH AND ANTI-TERRORISM BILL

a. PURPOSE. To reduce the effect of terrorist and other security threats which threaten U.S. naval vessels world-wide. To provide direction to maximize security of the ship based on current threat conditions and consistent with performance of assigned missions and routine functions. This is accomplished by implementing certain security watches, criteria, and practices. The duty of the security watches is to safeguard the ship and ship's company from sabotage, terrorism, civil disturbance, danger, or compromise. When required, the security watches will be augmented by the Self Defense Force (SDF). Emphasis is directed toward antiterrorism measures designed to protect vessels in port or at anchorage.

b. RESPONSIBILITY

(1) Commanding officers of all U.S. Navy commissioned ships will develop physical security standards particular to their ship to ensure continuity of purpose while providing maximum effective antiterrorism defense during each Threat Condition (THREATCON).

(2) The Security Officer is responsible for the maintenance and accuracy of a security bill. The Security Officer will ensure ship's company is trained in security and will establish, under the supervision of the Commanding Officer, a formal qualification program. In the absence of a Security Officer, the Weapons Officer will be so designated. Rated Master-At-Arms (if assigned) should serve as the assistant Security Officer.

(3) All watchstanders bearing arms shall be qualified following OPNAVINST 3591.1C and weapons will be loaded per OPNAVINST 5580.1. Small arms training shall be conducted following the Small Arms Training Tables located at the end of this bill. The tables identify the maximum number of personnel required to be trained to meet the security requirements of the largest class ship in each category. Ships are not required to train to this number when watch section or crew complements are less. All armed personnel must be properly trained. An attrition rate of up to 45 percent is authorized for crew transfers, untoward circumstances, non-effectives, etc.

(4) Watchstanders will be familiar with and understand the authorized use of deadly force. (General guidance on the use of deadly force is contained in SECNAVINST 5500.29B and OPNAVINST 5580.1, Law Enforcement Manual.) Deadly force is that force which a person uses with the purpose of causing -- or which he or she knows, or should know, would create a substantial risk of

causing -- death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

(a) Self-defense. When deadly force appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(b) Property involving national security. When deadly force reasonably appears to be necessary: (a) to prevent the threatened theft of, damage to, or espionage aimed at property or information specifically designated by a commander or other competent authority as vital to the national security; (b) to prevent the actual theft of, damage to, or espionage aimed at property or information which - though not vital to the national security - is of substantial importance to the national security; or (c) to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage or espionage. Property shall be specifically designated as vital to the national security only when its loss, damage or compromise would seriously prejudice national security or jeopardize the fulfillment of an essential national defense mission.

(c) Property not involving national security but inherently dangerous to others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others, i.e., property which, in the hands of an unauthorized individual, presents a substantial danger of death or serious bodily harm to others.

(c) Serious offenses against persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm.

(d) Detention, Apprehension, and Escape. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to effect the detention, apprehension, or prevent the escape of a person likely to cause death or serious bodily harm to another.

(e) Lawful order. When directed by the lawful order of a superior authority who shall be governed by the provisions of this Directive.

(5) In order to comply with local law, a commander may impose further restrictions on the use of deadly force if in his/her judgement such restrictions would not unduly compromise important security interests of the United States.

(6) Additional Considerations Involving Firearms. If, in any of the circumstances set forth above it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

(a) An order to halt will be given before a shot is fired. Firing a warning shot is a safety hazard and is prohibited.

(b) Shots will not be fired if they are likely to endanger the safety of innocent bystanders.

(c) Shots will not normally be fired from a moving vehicle.

c. HOW SECURITY IS OBTAINED. Alertness, position and mobility provide the best security. U.S. Navy ships present particularly lucrative targets to terrorists and other organizations seeking to destroy, damage, disrupt, or embarrass individual units or organizations. Terrorists are not limited by conventions of civilized society. Constant vigilance is required to avoid their acts. Measures must be taken to deter them, and shipboard conditions must be established which minimize the effects of terrorism. Under unusual circumstances or when danger is suspected, ships should be moved to anchorage clear of harbor activity or get underway. If there is the slightest doubt about the Security Force's ability to handle a threat, the SDF shall be activated immediately. The development of specific plans to counter terrorist acts must consider:

(1) Ability to maintain highest state of operational readiness.

(2) Measures to improve physical security through the use of duty and guard force personnel, limit access to deck and interior of a ship by hostile persons, and barriers to physically protect the ship.

(3) Availability of effective command, control, and communication systems with emphasis on supporting duty officers, security forces, and key personnel.

(4) An antiterrorism awareness program for all personnel.

(5) Protection of high risk assets and personnel.

(6) Measures necessary to limit liberty, activities, and social engagements.

d. GENERAL

(1) Anyone with reason to believe the ship is in danger of sabotage or terrorist attack shall immediately notify the Officer of the Deck (OOD).

(2) All hands shall be alert to attempts to board the unit from anywhere except at the bows, sea ladders, or normal access areas.

(3) Where hostile or subversive elements exist, all hands shall be alert for floating mines or attempts to attach limpet mines to the ship.

(4) Any person who desires to visit the ship shall be denied access until cleared by the OOD.

(5) Material brought on board shall be thoroughly inspected by watchstanders, designated members of the Master at Arms Force, or other petty officers trained in proper search procedures. These inspections shall be conducted prior to bringing material aboard the ship when practical. Contractor tools/materials or ship's stores/equipment and like items are to be inspected as soon as practical on weather decks, sponsons, or hangar decks before being struck below.

e. WATCHES - SHIPS. Security is the direct, immediate, and moral responsibility of all persons assigned to the ship. Personnel identified as part of the in-port watch organization whose duties will directly affect security include the CDO, OOD, JOOD, JOOW, Quarter Deck Watches (POOW and Messengers), Duty MAA, Gangway Watch, Sergeant of the Guard, and Security Watch/Patrols. The primary duties, responsibilities, and authority of these in-port watchstanders are contained in Section 440. In addition, the following personnel will augment the in-port watch organization to meet security needs:

(1) Nuclear Weapons Response Force - The nuclear weapons response force consisting of a Security Alert Team (SAT) (two people), Backup Alert Force (BAF) (three people), and Reserve Force (RF) (10 people) will be armed and deployed during increased THREATCONs. Members of the reserve force may also serve as elements of the self defense force provided they are not assigned duties which would take them off the ship.

(2) Self Defense Force - The self defense force (one squad of 13 persons per 200 crew members - maximum of three squads) will augment the normal watch force and/or other on-board security forces. Section 630.12 provides requirements and standards for members of the self defense force.

(3) Nuclear Reactor Security Team - The nuclear reactor security team responds to any attempt to sabotage or damage the reactor plant aboard nuclear powered ships. Section 640.9 provides requirements and standards for members of the nuclear reactor security team.

(4) Pier Entrance Sentry - The watch station is at the head of the pier. The watchstander shall control personnel and vehicle access on the pier. He/she shall notify the OOD of any violations or unusual events. The watchstander shall remain at the station until properly relieved. Upon relief he/she will report to the OOD.

(5) Pier Security Sentry - The Sentry shall patrol the pier area between the bow and stern of the ship. The Sentry shall watch for approaching persons, vehicles, or boats and prevent loitering near the ship. The Sentry shall prevent unauthorized persons from approaching except by the brow. The Sentry shall allow no one to board or leave the ship except by the brow. If the sentry is unable to ascertain the purpose of the approach, and if the sentry believes that the approaching person, vehicle, or boat is intent on causing harm, destruction, or theft of property, he shall notify the OOD and take appropriate action.

(6) Forecastle Sentry - The watch station is on the fore-castle. The watchstander shall prevent unauthorized persons from approaching or coming on board. He/she shall notify the OOD of any person or boat approaching close to the ship. He/she shall be alert to any heavy strain on the anchor chain or mooring lines. If any undue strain is noted, he/she shall sound the whistle for assistance and notify the OOD. He/she shall permit no one to board the ship except at the brow unless authorized by the OOD. He/she shall keep a watch, if physically possible, on boats secured at the boom. In the event of irregularity, he/she shall request assistance from the OOD or sound the whistle. The watchstander shall remain at the station until properly relieved. Upon relief he/she will report to the OOD.

(7) Fantail Sentry - The guidance in the foregoing section shall apply except the watch station is on the fantail. He/she shall watch vessels and boats tied astern to see they are riding clear and are not adrift. He/she shall also watch the mooring lines to ensure they are not too taut or slack. In the

event of irregularity, he/she shall request assistance from the OOD or sound the whistle.

(8) Topside Sentry - The watch station is on the superstructure level and is positioned so that the watchstander can best cover areas about the ship. The watchstander shall prevent unauthorized persons from approaching or coming on board. He/she shall notify the OOD of any person or boat approaching close to the ship. He/she shall also watch for unusual personnel loitering on the ship. In the event of irregularity, he/she shall request assistance from the OOD or sound the whistle. The watchstander shall remain at the station until properly relieved. Upon relief he/she will report to the OOD.

(9) Brow Watch - The watch station is on the pier at the foot of the brow. The watchstander shall check IDs and inspect baggage prior to personnel boarding the ship.

f. RESPONSIBILITY FOR POSTING WATCHES. The OOD is directly responsible to the Command Duty Officer for posting all security watches and sentries and shall ascertain that personnel on watch are familiar with and proficient in their duties.

g. SECURITY ORDERS. The CDO shall receive a folder containing current threat condition, security orders and instructions. All sentries and security patrols shall receive written instructions.

h. ISSUE OF ARMS TO WATCHES. Arms, ammunition, and law enforcement equipment required by this bill shall be issued to the first watch 15 minutes before posting the watch. Watch personnel shall sign a receipt for gear issued and a receipt book will be kept with each set of equipment. Each succeeding watch shall be required to sign for the equipment upon relieving the watch. Shortages or violations will be reported immediately to the CDO and the First Lieutenant.

i. ANTI-TERRORISM PROCEDURES AND POLICIES.

(1) In assessing the terrorist threat to U.S. personnel and interests, Department of Defense intelligence agencies use a five-step scale (CRITICAL, HIGH, MEDIUM, LOW, and NEGLIGIBLE) to describe the severity of the threat. Threat levels are determined by intelligence personnel following assessment of six factors:

(a) EXISTENCE - A terrorist group is present, assessed to be present, or able to gain access to a given country or location.

(b) CAPABILITY - The acquired, assessed, or demonstrated level of capability to conduct terrorist attacks.

(c) INTENTION - Recent demonstrated anti-U.S. terrorist activity or a stated intent to conduct such activity.

(d) HISTORY - Demonstrated terrorist activity over time.

(e) TARGETING - Current credible information on activities indicative of preparation for specific terrorist operations.

(f) SECURITY ENVIRONMENT - Internal political and security considerations that impact on the capability of terrorist elements to carry out their intentions.

(2) The following combinations of these factors result in the assignment of threat levels:

(a) CRITICAL - Factors of existence, capability, and targeting must be present. History and intention may or may not be present.

(b) HIGH - Factors of existence, capability, history, and intention must be present.

(c) MEDIUM - Factors of existence, capability, and history must be present. Intention may or may not be present.

(d) LOW - Existence and capability must be present. History may or may not be present.

(e) NEGLIGIBLE - Existence and/or capability may or may not be present.

(3) Threat assessments include assigned threat levels and provide the latest details on terrorist activities for a particular location. Threat assessments provide information to assist a commander in determining the appropriate THREATCON. THREATCON declaration remains the exclusive responsibility of local commanders, commanding officers, or heads of U.S. Agencies. THREATCONs have the following associated conditional meanings:

(a) THREATCON ALPHA: This condition is declared when a general threat of possible terrorist activity is directed toward installations and personnel, the nature and extent of which are unpredictable, and where circumstances do not justify full implementation of THREATCON BRAVO measures. However, it may be necessary to implement certain selected measures from THREATCON BRAVO as a result of intelligence received or as a

deterrent. The measures in this threat condition must be capable of being maintained indefinitely.

(b) THREATCON BRAVO: This condition is declared when an increased and more predictable threat of terrorist activity exists. The measures in this threat condition must be capable of being maintained for weeks without causing undue hardships, without affecting operational capability, and without aggravating relations with local authorities.

(c) THREATCON CHARLIE: This condition is declared when an incident occurs or intelligence is received indicating that some form of terrorist action against installations and personnel is imminent. Implementation of this threat condition for more than a short period will probably create hardship and will affect the peacetime activities of the ship and its personnel.

(d) THREATCON DELTA: This condition is declared when a terrorist attack has occurred in the immediate area or intelligence has been received that terrorist action against a specific location or person is likely. Normally, this threat condition is declared as a localized warning.

j. PRE-PORT ARRIVAL PROCEDURES. High levels of activity, both aboard ship and on the pier when a vessel arrives in port, must not be allowed to degrade security. Security must be integrated into pre-arrival procedures and should include the following actions:

(1) Obtain a current threat assessment from the appropriate local Naval Criminal Investigative Service Office. The local NCIS Office serving as the designated producing agency will be dependent on the area of operation. If any doubt exists as to where to obtain threat assessment information, commands shall contact the appropriate Commander in Chief command or the Navy Anti-Terrorist Alert Center (ATAC) Washington, DC, by message or Secure Telephone Unit (STU) III (301) 433-9490 or AUTOVON 288-9490.

(2) Establish Senior Officer Present Afloat (SOPA) for security of all ships.

(3) Brief crew on threat, security precautions, recall procedures, and ship's self defense force duties.

(4) Muster security force, brief threat specifics, review rules of engagement and use-of-force policies, security assignments, and responsibilities.

(5) Brief beach guards and shore patrol on threats and review special procedures applicable to the specific port visit including pier and/or fleet landing security and access control procedures.

(6) Review list of emergency points of contact: port services, American Embassy/Consulate, local security, and other U.S. ships. Whenever possible prior to port visits, establish liaison with local authorities to coordinate physical security procedures and determine physical security interaction particular to the port being visited.

(7) If the port is operating under THREATCON BRAVO or a threat to a specific ship is received, use a Military Working Dog and divers to conduct a search of the pier prior to the ship's arrival. If a suspicious item is found, notify the appropriate Explosive Ordnance Disposal Unit. Once cleared, shore security elements will maintain security until relieved by ship's personnel.

k. SHIPBOARD TERRORIST THREATCON MEASURES. The measures outlined below are for use aboard U.S. Navy vessels. These measures serve two purposes: first, the crew is alerted, additional watches are created, and there is greater security; second, these measures display the ship's resolve to prepare for and counter the terrorist threat. These actions will convey to anyone observing the ship's activities that the ship is prepared, the ship is an undesirable target, look elsewhere. The measures outlined below do not account for local conditions and regulations, special evolutions, or current threat intelligence. The command must maintain flexibility. As threat conditions change, the ship must be prepared to take action to counter the threat. When necessary, additional measures must be taken immediately. While the simple solution to THREATCON CHARLIE or DELTA is to get underway, this option may not always be available.

(1) THREATCON ALPHA Measures

(a) Brief crew on the threat, ship security, and security precautions to be taken while ashore.

(b) Muster and brief security personnel on the threat and rules of engagement.

(c) Review security plans and keep them available. Keep key personnel who may be needed to implement security measures on call.

(d) Consistent with local rules, regulations, and status of forces agreement, post qualified armed fantail sentry and forecastle sentry. Rifles are the preferred weapon.

(e) Consistent with local rules, regulations, and status of forces agreement, post qualified armed pier sentry and pier entrance sentry.

(f) Issue two-way radios to all sentries, roving patrols, quarterdeck watch, and response force. If practical, all guards shall be equipped with at least two systems of communication (e.g., two-way radio, telephone, whistle, or signal light).

(g) Issue night vision devices to selected posted security personnel.

(h) Coordinate pier/fleet landing security with SOPA, co-located forces, and local authorities. Identify anticipated needs for mutual support (security personnel, boats, and equipment) and define methods of activation and communication.

(i) Tighten shipboard and pier access control procedures. Positively identify all personnel entering pier/fleet landing area.

(j) Consistent with local rules, regulations, and status of forces agreement, establish unloading zone(s) on the pier away from the ship.

(k) Deploy barriers to keep vehicles away from ship. Barriers may be ship's vehicles, equipment, or items available locally.

(l) Post signs in local language(s) to explain visiting and loitering restrictions.

(m) Inspect all vehicles entering pier for unauthorized personnel, weapons, and/or explosives.

(n) Inspect all personnel, hand carried items, and packages before they come aboard. Where possible, screening should be at pier entrance or foot of brow.

(o) Direct departing and arriving liberty boats to make a security tour around the ship and give special attention to the waterline and hull. Boats must be identifiable night and day to ship's personnel.

(p) Water taxis, ferries, bum boats, and other harbor craft require special concern because they can serve as ideal platforms for terrorists. Unauthorized craft should be kept away from the ship; authorized craft should be carefully controlled, surveilled, and covered.

(q) Identify and inspect workboats.

(r) Secure spaces not in use.

(s) Regulate shipboard lighting to best meet threat environment. Lighting should include illumination of the waterline.

(t) Rig hawsepipe covers and rat guards on all lines, cable, and hoses. Consider using an anchor collar.

(u) Raise accommodation ladders, stern gates, Jacob ladders, etc. when not in use. Clear ship of all unnecessary stages, camels, barges, oil donuts, and lines.

(v) Conduct security drills to include bomb threat and repel boarders exercises.

(w) Review individual actions in THREATCON BRAVO for possible implementation.

(2) THREATCON BRAVO Measures

(a) Maintain appropriate THREATCON ALPHA measures.

(b) Review liberty policy in light of the threat and revise it as necessary to maintain safety and security of ship and crew.

(c) Conduct divisional quarters at foul weather parade to determine status of on-board personnel and disseminate information.

(d) Ensure an up-to-date list of bilingual personnel for area of operations is readily available. Ensure warning tape in pilot house/quarterdeck that warns small craft to remain clear is in both the local language and English.

(e) Remind all personnel to: (a) be suspicious and inquisitive of strangers, particularly those carrying suitcases or other containers; (b) be alert for abandoned parcels or suitcases; (c) be alert for unattended vehicles in the vicinity; (d) be wary of any unusual activities; and (e) notify the OOD of any suspicions.

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(f) Remind personnel to lock their parked vehicles and check them for signs of tampering before entering.

(g) Designate and brief picket boat crews. Prepare boats and place crews on fifteen minute alert. If situation warrants, make random picket boat patrols in immediate vicinity of the ship with the motor whaleboat or gig. Boat crews will be armed with rifles, one M60 with 200 rounds of ammunition, and ten concussion grenades.

(h) Consistent with local rules, regulations, and Status of Forces Agreement (NOTAL), establish armed brow watch on the pier to check identifications (IDs) and inspect baggage prior to personnel boarding ship.

(i) Man signal bridge or pilot house and ensure flares are available to ward off approaching craft.

(j) After working hours, place armed sentries on a superstructure level(s) from which they can best cover areas about the ship.

(k) Arm all members of the quarterdeck watch and Security Alert Team (SAT). In the absence of a SAT, arm two members of the SDF.

(l) Provide shotgun and ammunition to quarterdeck. If situation warrants, place sentry with shotgun inside the superstructure at a site from which the Quarterdeck can be covered.

(m) Issue arms to selected qualified officers to include CDO and ACDO.

(n) Arm Sounding and Security Patrol.

(o) Muster and brief ammunition bearers/messengers.

(p) Implement procedures for expedient issue of firearms and ammunition from Small Arms Locker(s) (SAL). Ensure a set of SAL keys are readily available and in the possession of an officer designated for this duty by the commanding officer.

(q) Load additional small arms magazine clips to ensure adequate supply for security personnel and response forces.

(r) Inform local authorities of actions being taken as THREATCON increases.

(s) Test communications with local authorities and other U.S. Navy ships in port.

(t) Instruct watches to conduct frequent random searches under piers, with emphasis on potential hiding places, pier pilings, and floating debris.

(u) Conduct searches of the ship's hull and boats at intermittent intervals and immediately before it puts to sea.

(v) Move cars and objects such as crates and trash containers 100 feet from the ship.

(w) Hoist boats aboard when not in use.

(x) Terminate all public visits.

(y) Set material condition YOKE, main deck and below.

(z) After working hours, reduce entry points to ship's interior by securing selected entrances from inside.

(aa) Duty department heads ensure all spaces not in regular use are secured and inspected periodically.

(bb) Remove one brow if two are rigged.

(cc) Maintain capability to get underway on short notice or as specified by Senior Officer Present Afloat (SOPA). Consider possible relocation sites (different pier, anchorage, etc.). Rig brow/accommodation ladder for immediate raising/removal.

(dd) Ensure .50 cal mount assemblies are in place with ammunition in ready service lockers (.50 cal machine guns themselves will be maintained in the armory, pre-fire checks completed, ready for use).

(ee) Prepare fire hoses. Brief designated personnel on procedures for repelling boarders, small boats, and ultra-light aircraft.

(ff) Obstruct possible helicopter landing areas in such a manner to prevent hostile helicopters from landing.

(gg) Review riot/crowd control procedures, asylum seeker procedures, and bomb threat procedures.

(hh) Monitor local communications (ship to ship, TV, radio, police scanners, etc.).

(ii) Implement additional security measures for high-risk personnel as appropriate.

(jj) Review individual actions in THREATCON CHARLIE for possible implementation.

(3) THREATCON CHARLIE Measures

(a) Maintain appropriate THREATCON ALPHA and BRAVO measures.

(b) Cancel liberty. Execute emergency recall.

(c) Be prepared to get underway on one (1) hour's notice or less. If conditions warrant, request permission to sortie.

(d) Muster and arm Security Alert Team (SAT), Backup Alert Force (BAF), and Reserve Force (RF). Position SAT and BAF at designated location(s). Deploy RF to protect command structure and augment posted security watches. In the absence of a SAT/BAF/RF, muster and arm one squad of the Self Defense Force (SDF).

(e) Place armed sentries on a superstructure level(s) from which they can best cover areas about the ship.

(f) Establish .50 or .30 caliber machine gun positions.

(g) Deploy STINGER surface-to-air missiles.

(h) Man surface search, air search, and navigational radar. Coordinate with SOPA.

(i) Man passive sonar to detect boats, swimmers, or underwater vehicles. Ships with high power sonars operate actively for random periods to deter underwater activity. Position any non-sonar equipped ships within the envelope of sonar-equipped ships. Coordinate with SOPA.

(j) Man one or more repair lockers. Establish communications with an extra watch in DC Central.

(k) Deploy picket boat(s). Boats should be identifiable night and day from the ship (e.g., lights or flags).

(l) If feasible, deploy helicopter as observation/gun platform. Helicopter should be identifiable night and day from the ship.

(m) Activate antiswimmer watch. (Portions of watch may already be implemented by previous THREATCON measures.)

(n) Issue weapons to other selected Officers and Chief Petty Officers in the duty section (commanding officer, executive officer, department heads, etc.).

(o) Issue concussion grenades to topside rovers, forecastle and fantail sentries, and bridge watch.

(p) Erect barriers and obstacles as required to control traffic flow.

(q) Strictly enforce entry control procedures and searches.

(r) Enforce boat exclusion zone.

(s) Minimize all off-ship administrative trips.

(t) Discontinue contract work.

(u) Set material condition ZEBRA, second deck and below.

(v) Secure from inside all unguarded entry points to interior of ship.

(w) Turn ship's screws and move rudder at frequent and irregular intervals.

(x) Rig additional fire hoses. Fire hoses will be charged when manned just prior to actual use.

(y) Review individual actions in THREATCON DELTA for implementation.

(4) THREATCON DELTA Measures

(a) Maintain appropriate THREATCON ALPHA, BRAVO, and CHARLIE measures.

(b) Permit only necessary personnel topside.

(c) Prepare to get underway and, if possible, cancel port visit and depart.

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(d) Post sentries with M 60 machine gun(s) to cover possible helicopter landing areas.

(e) Arm selected personnel of SDF.

(f) Deploy M-79 grenade launchers to cover approaches to ship.

Small Arms Training Table for Surface Ship (Non-Nuclear Capable)

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Five Duty Watch Section		
		<u>.45</u>	<u>12Ga</u>	<u>M14/M16</u>
CDO	1	5	0	0
OOD	6	30	0	0
POOW	6	30	0	0
MAA	3	15	15	0
(a) Pier	6	0	30	30
(a) Selected Officers	2	10	0	0
(a) Selected CPOs	2	10	0	0
<u>SSDF</u>	<u>45/ship</u>	<u>10</u>	<u>45</u>	<u>45</u>
Shooters		110	90	55
Attrition (45%)		<u>50</u>	<u>41</u>	<u>25</u>
Total Shooters Trained/Year		160	131	80

Small Arms Training Table for Surface Ships (Nuclear Capable)

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Five Duty Watch Section		
		<u>.45</u>	<u>12Ga</u>	<u>M14/M16</u>
CDO	1	5	0	0
OOD	6	30	0	0
POOW	6	30	0	0
MAA	3	15	15	0
Rover	6	30	0	0
FZ Alarm	6	30	0	0
Launch Console	6	30	0	0
SAT	2	10	0	0
BAF	3	15	0	15
RF	10	50	30	0
(a) Pier	4	0	20	20
(a) Selected Officers	2	10	0	0
(a) Selected CPOs	2	10	0	0
<u>SSDF</u>	<u>45/ship</u>	<u>10</u>	<u>45</u>	<u>25</u>
Shooters		275	110	60
Attrition (45%)		<u>124</u>	<u>50</u>	<u>27</u>
Total Shooters Trained/Year		399	160	87

(a) THREATCON augmentation (see 620.11.k).

Small Arms Training Table for Submarines

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Three Duty Section Watch		
		<u>.45</u>	<u>12Ga</u>	<u>M14/M16(Afloat)</u>
CDO	1	3	0	0
OOD	6	9	0	0
EDO	1	3	0	0
DCPO	1	3	0	0
BDW	3	9	0	0
EDPO	1	3	0	0
POOD	3	9	9	0
TMOW/LOS	3	9	0	0
SAT	2	6	0	0
BAF	3	9	0	9
RF	6	18	18	0
(a) Pier/Sail	3	9	9	9
<u>SSDF</u>	<u>13/ship</u>	<u>3</u>	<u>13</u>	<u>7</u>
Shooters		93	49	25
Attrition (45%)		<u>42</u>	<u>22</u>	<u>11</u>
Total Shooters Trained/Year		135	71	36

Small Arms Training Table for Submarine Tenders

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship		
		<u>.45</u>	<u>12Ga</u>	<u>M14/M16(Afloat)</u>
CDO	1	10	0	0
OOD	6	60	0	0
JOOD	6	60	0	0
POOW	6	60	60	0
Duty Armorer	2	12	12	12
FZ Watch	6	36	36	0
Duty MAA	2	12	12	0
SAT	2	12	0	0
BAF	3	18	18	0
RF	10	60	60	0
(a) Pier	6	6	48	48
<u>SSDF</u>	<u>45/ship</u>	<u>10</u>	<u>45</u>	<u>25</u>
Shooters		392	327	85
Attrition (45%)		<u>176</u>	<u>147</u>	<u>38</u>
Total Shooters Trained/Year		568	474	123

(a) THREATCON augmentation (see 620.11.k).

Small Arms Training Table for CV/CVN

Watch Title	Maximum Per Watch Section	Total To Be Trained Per Ship Based On Five Duty Watch Section		
		<u>.45</u>	<u>12Ga</u>	<u>M14/M16</u>
CDO/OOD	1	10	0	0
OOD	6	30	0	0
POOW (Forward Quarterdeck)	6	30	30	0
POOW (Aft Brow)	6	30	30	0
Rover (Forward Weapons)	6	30	30	0
Rover (Aft Weapons)	6	30	30	0
Armorer	2	10	10	10
(a) Pier	4	10	20	20
(a) Selected Officers	2	10	0	0
(a) Selected CPOs	2	10	0	0
Rated MAA	24/ship	24	24	0
<u>SSDF</u>	<u>45/ship</u>	<u>10</u>	<u>45</u>	<u>25</u>
Shooters		234	219	55
Attrition (45%)		<u>105</u>	<u>99</u>	<u>25</u>
Total Shooters Trained/Year		339	318	80

USMC Provides SAT/BAF/RF

(a) THREATCON augmentation (see 620.11.k).

620.12 UNIT SECURITY BILL

a. PURPOSE. To provide for the particular security measures required by nuclear capable ships. The procedures and responsibilities in this bill are additional to general shipboard security measures provided elsewhere in this manual.

b. RESPONSIBILITY. The Security Officer is responsible for this bill. If no Security Officer is authorized/assigned, the Weapons Officer assisted by the CMAA, is responsible.

c. INFORMATION. Each nuclear capable ship shall prepare a detailed Unit Security Bill in accordance with directive(s) of its Type Commander. The bill should reflect the capability of the Self-Defense Force to augment the Security Force and/or act as a recovery force.

620.13 ZONE INSPECTION BILL

a. PURPOSE. To set forth responsibilities and procedures for zone inspections.

b. RESPONSIBILITY. The Executive Officer is responsible for this bill.

c. INFORMATION. Periodic zone inspections ensure that proper measures are taken to keep machinery, spaces, and equipment operational, clean, and in a satisfactory state of preservation. All spaces of a unit should be visually inspected at least quarterly. Inspecting officers should be selected from the most experienced officers, and they should rotate the zones inspected. Inexperienced officers may be assigned as assistant inspectors to gain experience.

d. RESPONSIBILITIES

(1) Whenever possible, THE COMMANDING OFFICER should inspect a different zone during each inspection to ensure that he/she inspects the whole unit within a reasonable period of time. He should assure him/herself that zone inspections are being conducted and that correction of deficiencies is being satisfactorily pursued.

(2) THE EXECUTIVE OFFICER shall:

(a) Publish the date and time of zone inspections.

(b) Assign inspecting officers and assistant inspecting officers or chief petty officers to inspect the several zones in such a manner that the entire unit is visually inspected at least quarterly. The inspecting officers shall be department heads and other senior officers of the command.

(c) Participate in zone inspections when possible.

(d) Review reports of discrepancies and corrective action and make appropriate reports to the Commanding Officer.

(e) Maintain an auditable record indicating that all spaces in the unit have been inspected at least once a quarter. This record should be maintained to show all inspections since last ship's zone inspection.

(3) THE ENGINEER OFFICER shall review requests for assistance for discrepancy correction from other departments and make appropriate comments on the feasibility of correction and recommendations to the Executive Officer.

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(4) THE DAMAGE CONTROL ASSISTANT shall:

(a) Designate the number of zones, zone boundaries, and inspection routes to ensure direct access, logical order, to all spaces in the zone (except voids and cofferdams) subject to the approval of the Executive Officer.

(b) Investigate and assist in correcting unsatisfactory conditions noted on inspection reports, particularly serious, and/or long standing conditions.

(c) Review requests from the repair division for assistance in correcting discrepancies noted in zone inspections. Report serious or long-standing repair and/or firefighting discrepancies to the Engineer Officer and Executive Officer.

(5) The 3M Coordinator shall:

(a) Maintain inspection report files.

(b) Furnish the inspecting party with a list of discrepancies noted during the previous inspection of that zone.

(c) Assemble inspection reports and, after approval by the Executive Officer, distribute them to department heads and division officers.

(6) HEADS OF DEPARTMENTS shall:

(a) Provide personnel for various inspecting parties.

(b) Require division officers to prepare and report spaces ready for inspection prior to the time published for zone inspection.

(c) Review inspection reports, and ensure that discrepancies noted within the department are corrected. Material deficiencies not immediately correctable should be recorded in a formal document (e.g., equipment status log or work request). These documents will be monitored until the deficiencies are corrected.

(d) Submit to the Executive Officer (via the Damage Control Assistant and Engineer Officer) a report of corrective action taken within the department.

(7) The DIVISION OFFICER shall:

(a) Assign personnel to stand by and report divisional spaces ready for inspection to the inspecting officer.

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The division officer shall stand by his/her spaces or accompany the inspecting officer through the area. Division officers will ensure that all lockers, stowage cabinets, drawers, and so forth are unlocked and open for inspection.

(b) Review inspection reports, and ensure correction of discrepancies noted for the division.

(c) Submit a status report on correction of discrepancies to the department head.

(8) INSPECTING OFFICERS shall inspect assigned zones and submit a report of discrepancies noted to the damage control assistant and 3M Coordinator.

(9) THE ADMINISTRATIVE ASSISTANT shall:

(a) Assign qualified recorders to the inspection parties to take notes and prepare the inspection reports for reproduction.

(b) Assist the 3M Coordinator in preparing and distributing the composite report of zone inspections.

(10) THE CHIEF MASTER-AT-ARMS shall coordinate with other departments for selection of qualified guides to accompany the inspection parties.

(11) PERSONNEL shall:

(a) Prepare spaces for inspection as directed by the Division Officer or the Division Chief Petty Officer.

(b) When the word is passed, personnel shall stand by the spaces for which responsible.

e. PROCEDURES. At the designated time for zone inspection, the word shall be passed over all circuits. Inspecting parties shall immediately assemble at the location designated by the Executive Officer.

Special instructions may then be provided to the inspecting parties. Upon dismissal each party shall thoroughly and expeditiously inspect its assigned zone.

As the inspection officer approaches: The space will be presented by the responsible individual, by saluting and saying, "Good morning/afternoon Sir/Ma'am. (Rank), (Last name), compartment (number), (number) Division, standing by for inspection." Inspecting officers shall report completion of the

inspection to the 3M Coordinator. When all have reported, the 3M Coordinator shall request the OOD to pass the word "Secure from zone inspection."

f. INSPECTION CRITERIA. Zone inspection parties shall particularly note previously reported discrepancies; fire hazards; faulty safety devices; damage control equipment discrepancies; deterioration of the hull and fittings; and the state of cleanliness, material condition, and preservation of each compartment. Each space shall be assigned an adjective grade as follows:

(1) Outstanding - no discrepancies.

(2) Excellent - minor discrepancies; no damage control discrepancies.

(3) Satisfactory - no major discrepancies which have not had corrective action initiated.

(4) Unsatisfactory - major discrepancies noted in any inspection area.

g. ZONE INSPECTION PARTIES. Assignment of personnel and zones to the several inspection parties shall be promulgated by a unit notice or an entry in the plan of the day.

h. REPORTS OF INSPECTION. Upon completion, each inspecting officer shall list the discrepancies noted in the zone. This list, prepared in the form shown in Figure 6-8, or other approved Fleet Commander form, shall be submitted to the 3M Coordinator. The 3M Coordinator, assisted by the Administrative Assistant, shall consolidate these reports into a composite report. After approval by the Executive Officer, the reports shall be distributed to department heads and division officers within a timely interval specified by the Executive Officer.

i. REPORT OF CORRECTIVE ACTION TAKEN. On the inspection report division officers shall pencil in action taken to correct the discrepancies noted for the division, and shall forward the report to the department head.

Department heads shall prepare composite reports of action taken and submit them to the Executive Officer via the 3M Coordinator and the Engineer Officer. After verifying that all feasible corrective action has been taken, the Engineer Officer shall submit a written statement to that effect, with pertinent comments, to the Executive Officer for further transmission to the Commanding Officer.



DEPARTMENT OF THE NAVY OPNAVINST 3120.32C
11 April 1994

(Date) IN REPLY REFER TO

From: Inspection Officer, Zone
To: Executive Officer
Via: 3M Coordinator
Engineer Officer

Subj: REPORT OF ZONE INSPECTION

1. On (date), I made an inspection of ZONE (list number). The following conditions were noted:

Compt. & Compt. No.	Frames	Responsible	Discrepancies and Remarks
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Inspecting Officer

Copy to:
Commanding Officer

Figure 6-8 Sample Format for Report of Zone Inspection